

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
ACTION AGENDA SUMMARY

DEPT: Chief Executive Office

BOARD AGENDA # B-8

Urgent

Routine

AGENDA DATE September 22, 2015

CEO Concurs with Recommendation YES  NO   
(Information Attached)

4/5 Vote Required YES  NO

SUBJECT:

Approval to Accept an Update of the Four-Part Strategy to Create a Veterans One Stop Facility; Approval to Enter into a Memorandum of Understanding between the County of Stanislaus, City of Modesto and Veterans Foundation of Stanislaus County, Approval to Issue a Request for Proposals for the Provision of a Veterans Center Facility, and Related Actions

STAFF RECOMMENDATIONS:

1. Accept the update report on the four-part strategy to create a Veterans One-Stop Facility within Stanislaus County.
2. Approve the Memorandum of Understanding (MOU) between County of Stanislaus, City of Modesto and Veterans Foundation of Stanislaus County to create a Veterans Center Facility, and authorize the Chief Executive Officer to execute the MOU.

(Continued on Page 2)

FISCAL IMPACT:

The recommended Memorandum of Understanding includes a Proposed Facility Use and Estimated Cost as Exhibit A. The total *estimated* annual cost for a Veterans Center "One Stop Shop" that includes approximately 64,500 square feet and would house three functions (Veterans Hall, County Department of Aging and Veterans, and Community Services Agency/Behavioral Health and Recovery Services programs) is estimated to cost approximately \$1.286 million per year.

(Continued on Page 2)

BOARD ACTION AS FOLLOWS:

No. 2015-445

On motion of Supervisor Monteith, Seconded by Supervisor DeMartini  
and approved by the following vote,

Ayes: Supervisors: Chiesa, Monteith, DeMartini, and Chairman Withrow

Noes: Supervisors: None

Excused or Absent: Supervisors: O'Brien

Abstaining: Supervisor: None

- 1) X Approved as recommended
- 2) \_\_\_\_\_ Denied
- 3) \_\_\_\_\_ Approved as amended
- 4) \_\_\_\_\_ Other:

MOTION:

ATTEST:

  
CHRISTINE FERRARO TALLMAN, Clerk

File No. C-6-K-4, BD-85-2

Approval to Accept an Update of the Four-Part Strategy to Create a Veterans One Stop Facility; Approval to Enter into a Memorandum of Understanding between the County of Stanislaus, City of Modesto and Veterans Foundation of Stanislaus County, Approval to Issue a Request for Proposals for the Provision of a Veterans Center Facility, and Related Actions

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**STAFF RECOMMENDATIONS: (Continued)**

3. Authorize the Project Manager to issue a Request for Proposals (RFP) to private property owners to seek proposals for a leased facility for a 10-year period.
  
4. Authorize the Project Manager to retain services to support this effort including real estate support as well as the printing, advertising and other costs associated with the RFP process using existing budgeted funds in the County Facilities Budget.

**FISCAL IMPACT: (Continued)**

The Plan as presented represents a unique public-private partnership dedicated to the creation of a Veterans Center in Stanislaus County. A new nonprofit has been formed for just this purpose, joined by the City of Modesto and the County to form this new creative and collaborative partnership approach.

There are three major components of the potential Veterans Service Center

- A Veterans Hall;
- The County's Office of Veterans Services/Area Agency on Aging (VSO/AAA); and
- Space for compatible adult service programs operated by the Community Services Agency (CSA) and Behavioral Health and Recovery Services (BHRS).

The Veterans Hall component will be supported by the new non-profit, Veterans Foundation of Stanislaus County, the City of Modesto and the County of Stanislaus. Stanislaus County will be responsible for the cost of the space for the County's Veterans Service/Area Agency on Aging Office and the County using subvented funds will be totally responsible for any space allocated, if available for CSA and BHRS.

For the County's proposed share of costs, funding is recommended from the \$1 million in proceeds from the recent sale of the former Medical Arts Building located on 17<sup>th</sup> Street in downtown Modesto, along with the use of the existing lease funds for the current leased space for the VSO/AAA as well as a \$100,000 annual contribution from the County's General Fund, as included in the Long Range Fiscal Model for the 10 year period. The chart below depicts the proposed allocation of various contributions by source to the three components contemplated for the proposed Veterans Center Facility.

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Veterans Center Facility Proposal

| USES                               | AMOUNT              | SOURCES   |
|------------------------------------|---------------------|---|
| County Aging & Veterans Department | \$ 124,366          | Department of Aging & Veterans rent/utilities expense |
|                                    | \$ 8,453            | County Contribution                                   |
|                                    | \$ 56,383           | Contribution from sale of Medical Arts Building       |
|                                    | <b>\$ 189,202</b>   |   |
| County Agencies (CSA, BHRS)        | <b>\$ 707,294</b>   | CSA/BHRS Department contribution                      |
| Veterans Hall                      | \$ 125,000          | Foundation fundraising                                |
|                                    | \$ 91,547           | County Contribution                                   |
|                                    | \$ 43,617           | Contribution from sale of Medical Arts Building       |
|                                    | \$ 80,000           | City of Modesto Contribution                          |
|                                    | \$ 50,000           | Event use revenue                                     |
|                                    | <b>\$ 390,164</b>   |   |
| <b>Total</b>                       | <b>\$ 1,286,660</b> |   |

Stanislaus County will act as the fiscal agent for the Veterans Center Facility and will establish an operating budget once a lease is ready to be awarded. The recommended annual contributions from the County for the 10-year term agreement for this project include \$100,000 from the General Fund, \$100,000 from the sale of Medical Art Building proceeds and approximately \$113,000 currently funding the existing Department of Aging and Veterans lease.

The MOU contemplates the donation of certain used and surplus kitchen equipment the County has to the Veterans Foundation for the Veterans Hall. This will be included in the final Facility Agreement once a lease proposal is selected.

**DISCUSSION:**

On April 3, 2012 the Stanislaus County Board of Supervisors established the Stanislaus County Veterans Advisory Commission, comprised of seven members; one from each Supervisorial District and two "At Large" public members with alternating terms. At that time, the Board directed staff to meet with the Commission to evaluate existing locations currently used by the veteran service organizations, evaluate existing County facility sites that might be suited for dedicated use by veterans, and determine the short-term and long-term facility needs to be used as a guide in searching for an appropriate location.

**Overview**

Stanislaus County is home to an estimated 27,000 veterans, with further growth anticipated as the general population increases and as veterans return from active duty

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in recent conflicts. As military activities wind down, many veterans are returning home and dramatically changing the demography of our veteran community. Those returning to civilian life often need help finding employment, accessing education and training programs, obtaining referrals to benefits, as well as assistance in finding appropriate housing, medical and counseling services, and transportation connections.

Stanislaus County is home to over 30 veteran service organizations with membership estimated to be over 7,000 throughout the Stanislaus County region. These organizations provide social and service referrals to members as well as support and recognition to our veterans. These service organizations are an essential support system for Stanislaus County veterans, yet many have no regular (or dependable) location in which to meet. Several larger organizations have limited facilities, but none have the resources to provide coordinated services and assemblies at a single site in the County. Some of the current buildings are difficult to access by public transportation and have safety or security concerns, (often limiting use or attendance at these facilities).

Veterans' facility needs have been the focus of local veterans over the past decade. The Veterans Advisory Commission established a priority to evaluate veterans' facility needs in its first year. To pursue that priority, the Commission established a Facilities Committee to create a plan for needed facilities to veteran groups.

### **Veterans Center Facility**

A major objective of the Veterans Advisory Commission has been to develop a "one stop" veteran's facility and services center central to Stanislaus County veterans. Many members of the local veterans' community recognize an existing disconnection between many veterans and veteran families and the wide variety of services and resources available to them, and a need for a central location for meeting, business, services and peer-to-peer socialization among veterans. These needs were verified in Needs Assessment analyses conducted in December, 2005 and November, 2012; and in a public workshop on Veterans Facilities Needs conducted on February 2, 2013.

The Veterans Advisory Commission established a standing Facilities Committee in 2013. In the first year's work, the Committee, working with County staff, worked to validate and refine the needs and to create a concept, draft program and vision for a new Veterans Center Facility. By May of 2013, the Committee presented, and the Veterans Advisory Commission adopted a Veterans Facilities Needs Assessment and Program, along with the Facility strategy. The facility concept was presented to the Stanislaus County Board of Supervisors on June 18, 2013 with the Commission's First Annual Report.

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The Facilities Committee identified several objectives:

- Create a Veterans Center Facility to meet long-term needs that is fiscally sustainable.
- Establish broad support including participation and investment in the Veteran's Center.
- Seek financial support for public and private partners.
- Create a sustainable financial model for long-term success.
- Co-locate the County's Area Agency on Aging and Veterans Services offices, and other offices as appropriate, to provide services and funding to the Veterans Center project.
- Get broad stakeholder participation and support, including all veterans' organizations in Stanislaus County.
- Leverage funding from all available sources.

A Four-Part *Veteran Center Facility Strategy* was developed to achieve this objective. This Four-Part Strategy was adopted by the Veterans Advisory Commission in June, 2014 and adopted by the Board of Supervisors following a presentation of the Commission's Second Annual Report on July 15, 2014. Additionally, an update on this Four-Part Strategy was provided during the Commission's presentation of its Third Annual Report to the Board of Supervisors on July 21, 2015.

The Four-Part Veteran Center Facility Strategy includes:

1. Create a Nonprofit Entity to Accept Contributions.
2. Seek Fund Raising and Grant Opportunities.
3. Create a Sustainable Financial Model.
4. Request Proposals to Provide a Veteran's Center.

### **Facility Strategy Part 1: Create a Nonprofit Entity to Accept Contributions**

At the recommendation of the Facilities Committee, the Chairman of the Veterans Advisory Commission created an Ad Hoc Committee to establish a new non-profit organization dedicated to raising funds for the development and operation of the Veterans Center Facility project. The Ad Hoc Committee met throughout late fall and winter of 2014 and spring of 2015, accomplishing the following tasks:

- Recruiting participant veterans in the Ad Hoc Committee and obtaining necessary legal assistance;
- Selecting the Ad Hoc Committee leadership roles;
- Developing and adopting bylaws;

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- Naming the proposed nonprofit organization;
- Preparing and submitting articles of incorporation to the California Secretary of State, and receiving a taxpayer identification number;
- Nominating and electing officers of the proposed nonprofit organization;
- Preparing and filing an application for 501(c)3 nonprofit status with the U. S. Internal Revenue Service.

As of July, 2015, the California Secretary of State has recognized the new **Veterans Foundation of Stanislaus County**, and the Internal Revenue Service has granted the new Foundation 501(c)3 nonprofit status. In July, 2015, the Veterans Advisory Commission thanked the Ad Hoc committee for its efforts in establishing the new nonprofit, and dismissed the committee.

The new Veterans Foundation of Stanislaus County is fully independent, governed and managed by an independent Board, and is already working to accept charitable contributions toward the development and operation of the Veterans Center project. The Foundation should be commended for the creation of the new non-profit in record time and their commitment to all of the Veterans and Veterans Groups in Stanislaus County.

### **Facility Strategy Part 2: Seek Fund Raising and Grant Opportunities**

In the summer of 2014, Stanislaus County issued a Request for Proposals for qualified professional grant writers. Two individuals were interviewed and the Veterans Advisory Commission selected Karen Servas for the assignment.

The Grant writer researched the availability of grant opportunities, finding limited potential opportunities for funding for veterans services and operations. No capital project development grants were identified. An operational (or programs) grant application was submitted to the Union Pacific Foundation during the summer of 2015; however, the results of that application will not be known until February of 2016.

Additionally, the City of Modesto Parks, Recreation and Neighborhood Department is assisting the Veterans Foundation of Stanislaus County to develop a fund-raising campaign strategy.

### **Facility Strategy Part 3: Create a Sustainable Financial Model**

The Facilities Committee, working with County and City staff and with the Ad Hoc Committee and now with the Foundation, has made significant progress toward achievement of a sustainable financial strategy. The financial model tests and estimates the scope and estimated cost of the facility plan, including one-time and annual

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(recurring) operational costs against the available funding sources by all partners in the project, plus any revenue-generating potential estimated by private rental use of the assembly facilities. Stanislaus County staff has assisted with the development of the plan strategy, and to verify the commitments of the partner agencies, which is now complete.

Stanislaus County Chief Executive Office staff, City of Modesto staff and the Veterans Foundation of Stanislaus County leadership have drafted a Memorandum of Understanding (MOU) to collaboratively develop a Veterans Center Facility, assisted by the County Counsel, City Attorney and private Counsel for the Foundation. The objectives of the recommended MOU are:

- a. Jointly develop for a 10-year period a building to create a “One Stop Shop” concept to provide services to veterans;
- b. That this partnership will exist for a 10-year period beginning on the date the lease for the Veterans Center begins;
- c. To develop a sustainable funding plan for the proposed Veterans Center;
- d. That the Foundation will develop sustainable funding to support veteran services, including planning for long-term facility needs; and
- e. To seek broad support including participation and investment in the Veterans Center, including county, cities, state, federal, veterans organizations, private contributors, grant opportunities and property owners.

The MOU defines each partner’s responsibilities. County responsibilities under the MOU are as follows:

- County will be the lead agency, working with the Foundation and the City staff to seek competitive proposals for a lease of the Veterans Center to achieve the objectives of the MOU, and will manage the project to occupancy of the new Center;
- Pursuant to Government Code 6505, the County shall be strictly accountable for all funds contributed by the parties and used to develop the Veterans Center. County will establish a separate fund and operating budget, which shall be included in the annual County financial audit;

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- County will donate to Foundation for the Veterans Hall abandoned kitchen equipment no longer being used from the old Juvenile Hall kitchen and other County kitchen equipment no longer being used as appropriate;
- County will provide furnishings for co-located County departments and functions; and
- County will execute one or more leases for County department operations and functions at the Veterans Center, and if necessary, will co-sign a lease of the Veterans Hall portion of the Veterans Center along with the Foundation.

The MOU, at Attachment 1, also describes the responsibilities of the County's partners, the City of Modesto and their annual \$80,000 contribution and assistance for the Center as well as the Foundation, from a fund raising and operational perspective as well.

The recommended MOU would have a 10-year term effective with the lease of a Veterans Center Facility. A Facility Operating Agreement would be developed and agreed upon by all parties to incorporate and formalize the terms and conditions related to the funding, operation and management of the Veterans Center as set forth in the MOU. If no Facility Operating Agreement is reached prior to the beginning of the lease, the MOU would be null and void with no further obligation on the part of any of the parties.

The Proposed Facility Uses and Estimated Cost, as reflected in Exhibit A of the MOU, includes annual contributions for 10 years from the County, the City of Modesto and the Veterans Foundation, as well as event revenue from the use of the Veterans Hall. As mentioned earlier and described in greater detail below, the Veterans Center Facility could consist of three parts: a Veterans Hall, the County Department of Aging and Veterans, and additional space for functions relocated from the Community Services Agency and Behavioral Health and Recovery Services.

The Veterans Hall portion is projected at an annual cost of \$390,164 and would be funded from a combination of County funding, City of Modesto contributions, Foundation fundraising contributions and event revenue from the use of the Hall. The Department of Aging and Veterans' portion would be funded by County funding and is estimated at \$189,202 annually. Finally, any space used by the Community Services Agency and/or Behavioral Health and Recovery Services would be fully funded by those departments, at an annual estimated cost of \$707,294. In total, it is projected the annual cost of the Veterans Center Facility would be approximately \$1,286,660.



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#### **Facility Strategy Part 4: Request for Proposals to Provide the Veterans Center**

The fourth part of the strategy was considered to be the last part completed and would lead to the issuance of a RFP for a leased facility.

The final part of the four-part Facility Strategy, to issue a Request for Proposals (RFP) to secure a leased building for a Veterans Center Facility, is now recommended to proceed. The RFP will consider proposals from private property owners which include a lease, the “option to purchase,” extension options, seller financed transactions, creative donation opportunities, and possible partnership opportunities.

The RFP will identify the needs of the facility in detail, including the number and size of rooms, use of spaces, finishes and spatial characteristics, relationship between spaces, security measures, location criteria, and all other “standards” by which individual proposals will be measured and evaluated. The RFP will also identify the proposal submission and evaluation process, deadlines, selection, the project team and interaction (approvals) required by principal stakeholders.

This project includes a Veteran’s Hall component, Aging and Veterans’ Services offices, and (optionally) other related offices.

- *The Veteran’s Hall* of approximately 20,000 total square feet will consist of the Assembly and Event space, including food services, shared meeting rooms and shared offices. Funding for this space will be provided by the County, City of Modesto and the Veterans Foundation of Stanislaus County.
- The second part of this proposed project consists of the *Stanislaus County Department of Aging and Veterans’ Services* offices which requires general office space, including private offices, reception, work areas, copy rooms, exclusive-use meeting rooms, storage, etc. of approximately 9,500 total square feet. Funding for the Aging and Veterans Services offices will be provided exclusively by Stanislaus County.
- The third part of this project is an option to include additional County offices for other related services of approximately 35,000 total square feet. Funding for the additional (optional) office space will be provided exclusively by Stanislaus County.

Ultimately, if all three components of this project are considered, the total space including the Veterans Hall, Aging and Veterans Services and other related services is approximately 64,500 square feet.

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Several potential properties have been identified of varying sizes in the City of Modesto that could be suitable for this facility. It is hoped that the publication and marketing of the RFP will bring more proposals forward for this important project.

This aspect is also creative and unique, in that the concept is to seek a vacant shopping center, or other appropriately sized and located facility that is privately owned and that the owner would remodel and repurpose it for future use as a Veterans Center Facility for a 10 year period. The property would remain privately owned and the owner would contract for final design and remodeling to meet the needs of the proposed center. The partners would pay their share of annual lease costs for a 10-year period.

### **Donation of Surplus Kitchen Equipment**

In June of 2013, Stanislaus County opened a new Juvenile Commitment Facility. This facility is in addition to the Juvenile Hall, and includes a new kitchen for meal preparation for both locations.

The Juvenile Commitment Facility houses minors that have been sentenced by the Court and are serving longer commitments than youth held at the Juvenile Hall. Because these minors are in the facility for a longer time, they will be provided a higher level of delinquency prevention and vocational programming, including a culinary program. The main kitchen was designed to implement a culinary vocational program, along with a dedicated culinary program classroom for instruction. At the end of the training, the minors will have been provided with a viable job skill that can translate to employment in the community.

With the addition of the new Juvenile Commitment Facility kitchen, the Project Manager requested the existing Juvenile Hall kitchen equipment be held for the possibility of a future Veterans Center Facility. The Veterans Foundation of Stanislaus County has requested the donation of the surplus kitchen equipment for use in the proposed Veteran Center Facility. At such time as a lease proposal is selected, staff will return to the Board of Supervisors for approval of the final Facility Agreement as well as the donation of surplus kitchen equipment to the Veterans Foundation.

The Veterans Foundation of Stanislaus County, as a non-profit organization, will be seeking other donor opportunities to support the proposed Veterans Hall.

### **Next Steps**

The draft Request for Proposals is provided at Attachment 2. There has been significant interaction between the Project Manager, the Veterans Advisory Commission Facilities Committee and local property owners seeking potential proposers.

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On September 22, 2015, at their regularly scheduled meeting the Modesto City Council will consider approval of the Memorandum of Understanding.

With the Board of Supervisors consideration and approval, the RFP will be issued and advertised, seeking property proposals from private property owners for the Veterans Center Facility. The Proposals will be received in the fall, and will be fully evaluated by the partners and a recommendation will be made back to the Board of Supervisors for consideration to select a property proposal. It is expected the facility could be operational in 2016.

On June 16, 2015, the Project Manager briefed the Board of Supervisors Capital Facility Committee comprised of Supervisors O'Brien and Monteith on this important effort.

**POLICY ISSUE:**

The recommended actions comport with Military and Veterans Code Section 1262, that provides that any county may lease or purchase space to provide and/or maintain veterans facilities for the benefit of one or more veterans organizations. Further, Military and Veterans Code Section 1262(h) provides that the county may join with any city and jointly carry out the purposes of this section, such as to provide and/or maintain veteran's facilities for the benefit of one or more veteran's organizations.

The recommended actions support the Board's priorities of A Healthy Community, Efficient Delivery of Public Services and Effective Partnerships by providing a forum to connect local veterans and issues with services, to illuminate needs of veterans in our community and to enhance the county's partnership with the non-profit organization.

**STAFFING IMPACT:**

Existing staff from the Chief Executive Office and Department of Aging and Veterans will provide support to this proposed project.

**CONTACT:**

Patricia Hill Thomas, Chief Operations Officer. Telephone: (209) 525-6333

**MEMORANDUM OF UNDERSTANDING AMONG  
THE COUNTY OF STANISLAUS, THE CITY OF MODESTO,  
AND THE VETERANS FOUNDATION OF STANISLAUS COUNTY**

This Memorandum of Understanding ("MOU") is entered into this 22nd day of September, 2015, by and among the COUNTY OF STANISLAUS, a political subdivision of the State of California ("County"), the CITY OF MODESTO, a municipal corporation ("City"), and the VETERANS FOUNDATION OF STANISLAUS COUNTY, a California nonprofit public benefit corporation ("Foundation") (collectively, the Parties, or individually, a Party).

**RECITALS**

WHEREAS, an estimated 27,000 veterans reside within the County, with further growth anticipated as the general population increases and as veterans return from active duty in recent conflicts.

WHEREAS, County-wide, there are approximately 30 veterans service organizations with membership estimated to be over 7,000 members. These organizations are an essential support system for Stanislaus County veterans.

WHEREAS, in its 2013-2014 Annual Report, the Stanislaus County Veterans Advisory Commission adopted as one of its top priorities the development of a "One Stop Shop" concept for a meeting hall for veterans combined with programs for veterans access and referral to medical, educational, employment, housing, counseling, social and supportive services (the "Veterans Center").

WHEREAS, the goals of developing the Veterans Center are to:

- Create the Veterans Center with a "One Stop Shop" concept in the City of Modesto;
- Establish broad support, participation and investment in the Veterans Center, including county, cities, state, federal, veteran's organizations, private contributors, grant opportunities and property owners.
- Co-locate the County's Aging and Veterans Offices and other offices as appropriate, to provide services to veterans.
- Create a sustainable financial model for long-term success.

WHEREAS, the Foundation was formed as a non-profit corporation to seek funding and accept donations and/or contributions to bring people, organizations and resources together in time, space and effort to effectively improve the well-being of all Stanislaus County veterans of the U.S. armed forces and their families, that will include a veterans facility.

WHEREAS, a needs assessment was conducted for the Veterans' Facility, which took into account the current and projected number of veterans in the County and the

availability of support services to veterans. Subject to the size of the facility, the proposed Veterans Center would ideally include:

- General meeting space -- an assembly/meeting hall for up to 500 persons (300 seated) with adjacent banquet/food services.
- Banquet/Food Services -- a kitchen, serving and clean-up area for assembly hall events and potential event rental use (to support fundraising efforts.)
- Shared Office Space -- to provide multi-purpose service provider and service organization meeting use on a scheduled basis.
- County Veterans Service Office with Area Agency on Aging and other potential County department occupancy to support the one-stop service location concept. Current County leased space expense would be beneficially used in a one-stop service center facility.
- Storage Space -- for multiple service organizations providing community service, participation in veterans events, etc.
- Lobby and Archive Space -- a vestibule to connect assembly, banquet, meeting and service offices and to provide a display of military artifacts and information.
- Outdoor Activity/Patio and Static Display areas.
- The Veterans Center would be located in Modesto, accessible by public transit and recognizable to the community.

WHEREAS, on July 15, 2014, the County Board of Supervisors approved action items (Agenda Item B-8(b)) which include the following direction and authority:

1. Support the establishment of a non-profit entity that will bring people, organizations and resources together for the purpose of improving the well-being of all Stanislaus County veterans.
2. To retain a professional grant writer through a contract for professional services.
3. To create a sustainable financial model to help ensure financial success by identifying funding required initially and for operation of the Veterans Center and to secure sources of funds to meet long-term needs.
4. To prepare for Board consideration a Request for Proposals (RFP) to secure a building to serve as the Veterans Center. The RFP will consider proposals which include a lease, "option to purchase", extension options, seller financed transactions, creative donation opportunities, and possible partnership

opportunities. If a building is secured, the building will need to be renovated to meet the needs of the Veterans Center.

WHEREAS, the County retained a professional grant writer to apply for grants to help fund the Veterans Center.

WHEREAS, Section 1262 of the Military and Veterans Code provides that any county may lease or purchase space to provide and/or maintain veterans facilities for the benefit of one or more veterans organizations.

WHEREAS, Section 1262(h) of the Military and Veterans Code provides that the County may join with any city in the county and jointly carry out the purposes of this section, such as to provide and/or maintain veterans facilities for the benefit of one or more veterans organizations.

WHEREAS, Section 37461 of the Government Code provides that a city may provide and maintain buildings, memorial halls, and meeting places for veterans patriotic, fraternal, and benevolent associations.

WHEREAS, Section 1264 of the Military and Veterans Code provides that a city or county providing or maintaining any veterans facilities may provide for the use of such facilities by persons or organizations other than veterans, either free of charge or for stated compensation to aid in defraying the cost of maintenance, provided such use does not duly interfere with the reasonable use of the facilities by the veterans organizations.

WHEREAS, Section 1266 of the Military and Veterans Code provides that whenever a city or a county provides and/or maintains any building or meeting space under section 1262, the provision of that facility and its acceptance by the veterans association constitutes a dedication of that property for a public purpose and the dedication cannot be revoked unless the veterans organization has either consented to the proposed action or has abandoned its use of the facilities.

WHEREAS, the County and the City desire to provide a veterans facility for a 10-year period, and the Foundation consents pursuant to Section 1266 of the Military and Veteran's Code to limit its use of the facility to 10 years, during which time the Foundation intends to develop funding to support veteran services, including planning for long-term facility needs.

WHEREAS, subject to the terms and conditions of this MOU, the Parties are willing to work together to pursue the development of the Veterans Center.

NOW, THEREFORE, the Parties agree as follows:

## TERMS AND CONDITIONS

**1. Recitals.** The provisions and recitals set forth above are hereby referred to and incorporated herein and made part of this MOU by reference.

**2. Objectives.** The objectives of this MOU are:

- (a) Jointly develop for a 10-year period a building to create a "One Stop Shop" concept to provide services to veterans;
- (b) That this partnership will exist for a 10-year period beginning on the date the lease for the Veterans Center begins;
- (c) To develop a sustainable funding plan for the proposed Veterans Center;
- (d) That the Foundation will develop sustainable funding to support veteran services, including planning for long-term facility needs; and
- (e) To seek broad support including participation and investment in the Veterans Center, including county, cities, state, federal, veterans organizations, private contributors, grant opportunities and property owners.

**3. Obligations and Responsibilities.** The Parties agree to participate in development of the Veterans Center as follows:

(a) County Responsibilities.

County will be the lead agency to seek competitive proposals for a lease of the Veterans Center to achieve the objectives of this MOU, and will manage the project to occupancy of the new Center.

Pursuant to Government Code section 6505, the County shall be strictly accountable for all funds contributed by the parties and used to develop the Veterans Center. The County will establish a separate fund and operating budget, which shall be included in the annual County financial audit.

County will donate to Foundation for the Veterans Hall abandoned kitchen equipment no longer being used from the old Juvenile Hall kitchen and other County kitchen equipment no longer being used as appropriate.

County will provide furnishings for co-located County departments and functions.

County will execute one or more leases for County department operations and functions at the Veterans Center, and if necessary, will co-sign a lease of the Veterans Hall portion of the Veterans Center along with the Foundation.

(b) Foundation Responsibilities.

Foundation will develop sustainable funding to contribute to establishment and lease of the Veterans Center as set forth in Section 4 of this MOU, and to support veteran services, including planning for long-term facility needs.

Foundation will be responsible for all liquor licensing and related insurance.

Foundation will be responsible to provide enhanced kitchen equipment if more than a catering kitchen is established.

Foundation will be responsible for operation (except lease, utilities and maintenance as defined in the lease and/or Facility Operating Agreement) of the Veterans Hall portion of the Veterans Center, and will provide furnishings for the Veterans Hall portion of the Veterans Center only, not for co-located County departments and functions. The Foundation will have exclusive rights to market, schedule and rent the Veterans Hall for veteran and non-veteran groups or purposes to facilitate fundraising.

The Parties agree during the development of the subsequent Facility Operating Agreement to finalize the revenues and contributions based on the actual lease proposal selected by the Partners. It is understood that rental revenue is intended to offset the costs of the operation, furnishing and equipment of the Veterans Hall portion of this effort.

(c) City Responsibilities.

City will offer its resources as appropriate to mentor and assist the Foundation in the successful marketing of the Veterans Hall at no cost to Foundation.

(d) Mutual Obligations and Responsibilities.

The Parties commit to contribute annual funding for a 10-year period to establish the Veterans Center in conformance with and not to exceed the amounts set forth in Exhibit A attached to and, by this reference, incorporated into this MOU. The parties may revise Exhibit A without further approval of their respective governing bodies to reflect actual costs and expenses, including rent.

The obligation to contribute funding is triggered upon execution of a lease for the Veterans Hall portion of the Veterans Center. The obligation to make annual contributions terminates upon the earliest of the following events: (1) after the tenth-year of contributions, (2) upon termination of a lease for the Veterans Hall portion of the Veterans Center, or (3) if the Foundation abandons use of the Veterans Hall portion of the Veterans Center. In addition, the City's obligation for annual funding contributions will cease if the Veterans Hall portion of the Veterans Center is re-located outside of the City of Modesto.



**4. Facility Operating Agreement.** Prior to opening of the Veterans Center, the Parties shall enter into an agreement that will incorporate and formalize the terms and conditions relating to the funding, operation and management of the Veterans Center as set forth in this MOU ("Facility Operating Agreement"). If no Facility Operating Agreement is reached prior to the beginning of the lease, this MOU will be null and void, and there will be no further obligation on the part of any of the Parties under the MOU. Additionally, the Facility Operating Agreement is intended to include the following provisions:

- a. Upon expiration of the lease, Foundation may continue the lease or purchase the property for its own purposes.
- b. Any agreement for use of the Veterans Hall portion of the Veteran's Facility will include the users consent to the terms and conditions of this MOU and all subsequent agreements affecting the operation and use of the facility.

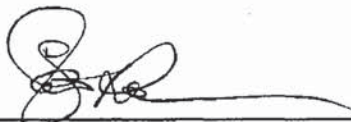
**5. Ten-Year Term.** Notwithstanding anything to the contrary in law or under this MOU, the funding obligations under this MOU and the Facility Agreement shall be in effect for ten (10) years after the lease of the Veterans Center begins, at which time the Parties shall have no further cost, liability or obligation to each other or to any other party.

With respect to Military and Veterans Code section 1266, Foundation consents to the proposed action to create the Veterans Center for a period not the exceed ten (10) years, and the Parties intend that this Agreement constitutes a waiver of any rights under section 1266. The Parties specifically intend that there are no third-party beneficiaries under this agreement and under any subsequent agreements related to the funding, operation and maintenance of the Veterans Center, including the Veterans Hall portion of the Veterans Center, such as the Facility Operating Agreement or leases. Prior to the end of the 10-year-term, the Parties agree to meet and confer about continuing the partnership to operate the Veterans Center, including whether to extend the term of a leased facility serving as the Veterans Center.

**6. Further Assurances.** Each Party shall cooperate with the other and execute such instruments or documents and take such other actions as may reasonably be requested from time to time in order to carry out, evidence or confirm their rights or obligations or as may be reasonably necessary or helpful to give effect to this MOU.

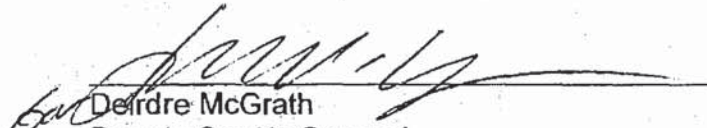
IN WITNESS WHEREOF, the Parties have entered into this MOU on the date set out above.

**COUNTY OF STANISLAUS**

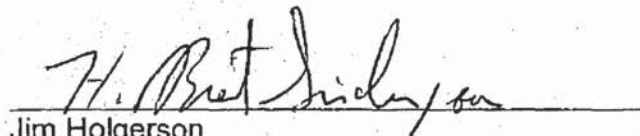



Stan Risen  
Chief Executive Officer

Approved as to Form:  
John P. Doering  
County Counsel

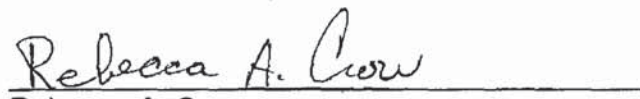
  
Deirdre McGrath  
Deputy County Counsel

**CITY OF MODESTO**

  
Jim Holgerson  
City Manager  
Resolution 2015-358, September 22, 2015  
Approved as to Form:  
Modesto City Attorney

  
Adam Lindgren  
City Attorney

**VETERANS FOUNDATION OF STANISLAUS COUNTY**

  
Rebecca A. Crow  
Executive Director  
2513691.1

## Exhibit A

1. **Proposed Facility Uses and Estimated Cost.** The Veterans Facility is estimated to include the following uses at the following estimated annual cost:

| Uses                                   | Gross<br>Square footage | Ratio | Cost<br>Estimate   |
|--|-------------------------|-------|--------------------|
| 1 County Aging and Veterans Department | 9,441                   | 15%   | \$189,202          |
| 2 County Agencies (CSA, BHRS)          | 35,294                  | 55%   | \$707,294          |
| 3 Veterans Hall                        | 19,252                  | 30%   | \$390,164          |
| Total                                  | <b>63,987</b>           |       | <b>\$1,286,660</b> |

2. **Estimated Funding Plan.** If the Parties agree to proceed with the Project, the County, City and the Foundation agree to provide, at a minimum, funding which will be earmarked for the following purposes:

|                                      |                    |   |
|--------------------------------------|--------------------|---|
| County Aging and Veterans Department | \$124,366          | Aging Department rent/utilities expense     |
|                                      | \$8,453            | Departmental Contribution                   |
|                                      | \$56,383           | Contribution from sale of Medical Arts Bldg |
|                                      | <b>\$189,202</b>   |   |
| <br>                                 |                    |   |
| County Agencies (CSA, BHRS)          | <b>\$707,294</b>   | CCSA/BHRS Department contribution           |
| <br>                                 |                    |   |
| Veterans Hall                        | \$80,000           | City of Modesto contribution                |
|                                      | \$50,000           | Event use revenue                           |
|                                      | \$125,000          | Foundation fundraising                      |
|                                      | \$43,617           | Sale of MAB Proceeds                        |
|                                      | \$91,547           | County Contribution                         |
|                                      | <b>\$390,164</b>   |   |
| <br>                                 |                    |   |
| Total for all funding sources        | <b>\$1,286,660</b> |   |

**REQUEST FOR PROPOSALS FOR  
THE DEVELOPMENT AND CONSTRUCTION OF  
IMPROVED LEASE SPACE FOR  
A VETERANS FACILITY AND OTHER COUNTY FACILITIES**

**FOR**

**STANISLAUS COUNTY  
THE CITY OF MODESTO  
AND  
THE VETERANS FOUNDATION OF  
STANISLAUS COUNTY**

**Introduction/General Information:** Stanislaus County, the City of Modesto and the Veterans Foundation of Stanislaus County (collectively the “Tenant”) is seeking responses in accordance with this Request for Proposals (“RFP”) from prospective landlords interested in providing between **30,000 to 65,000 gross square feet** for a Veterans Center and other uses to be located within the City limits of Modesto, California with a desired occupancy no later than December 31, 2016 to meet the current and future needs of the Veterans Foundation of Stanislaus County and other County departments and agencies.

**Veterans Center Facility Concept and Team.**

The City of Modesto, Stanislaus County and Veterans Foundation of Stanislaus County are offering our resources to seek a proposal for a one-stop service center for all of the veterans of Stanislaus County that will include the County Veterans Service Office, the office of the Area Agency on Aging and a large banquet hall with adjoining meeting rooms for military organizations. The primary objectives and purposes of the Veterans Foundation of Stanislaus County is to bring people, organizations and resources together in time, space and effort to effectively improve the well-being of all Stanislaus County veterans of the U.S. armed forces and their families. There is also interest in bringing in other veterans service organizations that would be particularly helpful to returning veterans.

The “one stop shop” concept will allow veterans to conduct meetings, hold events, meet service representatives, get information and referrals, host social gatherings and conferences, conduct club meetings, and obtain assistance. This unique partnership was developed to provide a convenient place for all veterans and their families:

- To obtain information about a wide variety of services and benefits available to them (education, employment, Veterans Administration benefits, medical referrals, financial services,

- Service Clubs (American Legion, Veterans of Foreign Wars, Korean War Veterans, etc.) to share for meetings/assemblies, events, office use, storage, etc.
- To meet with staff of support services, such as the Stanislaus County Veterans Service Office representatives, In Home Supportive Services, Adult Protective Services and potentially other, related services.

The proposed facility will include three primary components of space:

- Part I: A Veterans' Hall, including a multipurpose assembly hall capable of accommodating up to 500 persons seated in chairs or up to 300 persons seated at tables with an adjacent kitchen and lounge/bar; smaller conference rooms and a limited number of shared-use offices; operated 7 days per week during daytime and evening hours.

Part I includes a minimum (base level) description of the needs and an optional level of needs preferred by the Tenant. The proposer is requested to provide a "base level" proposal and a separate "optional/additional level" based on the preferred needs.

- Part II: An office space for the Stanislaus County Department of Aging and Veterans Services, typically operated during business days of Monday-Friday between 7:00 a.m. and 6:00 p.m.; adjacent to (but separate of) the Veterans' Hall functions;
- Part III. (Optional) Two additional Stanislaus County office spaces for In Home Support Services and Adult Protective Services functions.

Office spaces for the Stanislaus County Aging and Veterans Services, In Home Supportive Services and Adult Protective Services require generally open office environments with a public waiting and reception areas, a counter, workroom/copy room, staff offices and work areas, dedicated (exclusive use) conference rooms, storage rooms, employee break facilities, etc., in a typical commercial-grade Class B office environment.

### **Request For Proposals**

This RFP seeks to identify potential providers (interchangeably referred to as "proposer(s)," "respondent(s)", or "prospective landlord") of space and is not a lowest-responsive bid procurement.

The Tenant will seek to select a proposal that provides the best overall solution, and not solely on the least expensive rental rate. In those instances where the response to this RFP is determined to sufficiently meet the requirements and desired attributes as described in Exhibit F of this solicitation document, the Tenant may request an inspection or site visit of the proposed office space as part of the evaluation process. All respondents to this RFP are subject to instructions, and additional terms and conditions communicated in this document, and are cautioned to completely review the entire RFP (and all exhibits, see below) and follow said instructions carefully.

- Exhibit A – Proposal Details**
- Exhibit B – Schedule / Timing**
- Exhibit C – Notice(s) to Proposers and Prevailing Wage Requirements**
- Exhibit D – Tenant Representative -- Buyer's Broker**
- EXHIBIT E - Certification Form**
- EXHIBIT F – Tenant Requirements**
- EXHIBIT G -- Available Funding**

Proposals lacking the requested information or exhibits at the time of submission may be considered non-responsive and subject to rejection. The Tenant retains the right to reject any or all proposals, and to waive technicalities, irregularities, and informalities, and retains the right to cancel or conclude this procurement at any time without finalizing a selection of a property for the purposes stated above, without any liability to any respondents, or any other person or entity. Additionally, the Tenant is under no obligation to enter into a lease relating to this RFP with any person or entity.

The Tenant is seeking space that meets the “**Tenant Requirements**” attached hereto as **Exhibit F**, and also includes industry standard amenities, such as storage and parking (collectively the “property”). The property will need to provide a cost effective, modern, safe, and community oriented space and location and must include all accommodations required to operate a multifunctional space. Furthermore, the property must be in compliance with the Americans with Disabilities Act (“ADA”) and all state and local laws, codes, regulations and/or ordinances.

**Method of Communication.** Procurement documents, including attachments, associated addenda and general communication of relevant information will be available from the County’s agent, Brekke Real Estate, Inc., 1500 Standiford Avenue, Building D, Modesto, CA 95350 (209) 571-7230 or (866) 922-7353. Interested parties are encouraged to register their interest with Brekke Real Estate so that any future changes to the Request For Proposals or addenda can be communicated directly prior to the due date. Please note that the Proposals will only be received at the Stanislaus County Chief Executive Office, Suite 6800 (6<sup>th</sup> floor), Modesto, CA 95354 and will be due by the date and time specified in the next section. DO NOT DELIVER WRITTEN PROPOSALS TO BREKKE REAL ESTATE.

**If proposers have questions regarding the Request For Proposals, please contact:**

Randy Brekke  
**Brekke Real Estate**  
1500 Standiford Ave., Building D  
Modesto, CA 95350

Ph. 209.571.7230  
866.922.7353

Fax: 209.529.0538

Known interested landlords and those that are deemed likely to be interested may be directly solicited immediately after public advertisement of the RFP.

**Proposal Deliverables.** The proposal should include a one page cover letter identifying the respondent, and any information the respondent deems relevant or appropriate. Also, please include a table of contents identifying each section, exhibits, appendices, additional materials and attachments.

Required proposal deliverables are indicated in the exhibits reference herein above. Emphasis should be on completeness, relevance, and clarity of content. Proposals must be submitted in accordance with the instructions provided in the following two paragraphs. To expedite the review of submittals, it is essential that proposals are categorized and numbered as outlined in the exhibits, and **must be responsive to all requested information.**

All proposers must complete, execute, and include as part of any proposal submitted Exhibit E. The Tenant reserves the right to disqualify a proposer who fails to provide Exhibit E as part of the response.

Proposers shall submit five (5) bound copies, and one unbound copy, of their proposal via mail or hand delivery in an envelope to the address listed below. On the front of the envelope, state **“PROPOSAL FOR VETERANS FACILITY”**. Proposals **must be received by the Stanislaus County Capital Projects** (identified below) via mail or hand delivery prior to the deadline indicated on the front page of this solicitation. **No proposals will be accepted after the time and date set for receipt.**

**Proposals shall be delivered to:**

Patricia Hill Thomas  
Stanislaus County Capital Projects  
1010 10<sup>th</sup> Street, Suite 6800  
Modesto, CA 95354  
Phone (209) 525-6333

**If proposers have questions, please contact:**

Randy Brekke  
Brekke Real Estate  
1500 Standiford Ave.  
Building D  
Modesto, CA 95350  
Ph. 209.571.7230  
866.922.7353  
Fax: 209.529.0538  
e-mail address: randy@brekkere.com



The Tenant Representative will facilitate the procurement process including the posting of the solicitation, notices or addendums, receipt of submittals, questions and responses, coordination of submittal review and evaluation, facilitation of meetings, conferences, site visits, interviews and other duties throughout the RFP process.

All submittals upon receipt become the property of the Tenant. Labeling information provided in submittals such as “proprietary” or “confidential”, or any other designation of restricted use will not be binding on the Tenant or its representatives and will not protect the information from public view. The details of the proposal documents will remain confidential until final award or cancellation of the RFP. All expenses for preparing and submitting a proposal are the sole cost of the party submitting the proposal. The Tenant shall not be obligated to reimburse any party for such expenses.

**Evaluation Criteria of Proposals.** A Selection Committee (“SC”) will evaluate responses to the proposal deliverables per the weighted criteria established by the SC.

- 55% Factor - Economics of the Proposal*
- 25% Factor - Building, Site, Location, Parking*
- 20% Factor - Suitability / Space Planning*

See **Exhibit G** for funding available for this project.

The SC will consist of representatives from Stanislaus County, the City of Modesto and the Veterans Foundation of Stanislaus County. The SC will review and evaluate submitted proposals and to participate in site visits or inspections of the short list of finalist properties (“Short List Finalists”). The SC shall, through the procedures defined herein, render a ranking recommendation of all submittals for determination of a group of Short List Finalists. The SC’s final recommendation will be subject to the Approval of Stanislaus County, the City of Modesto and the Board of Directors of the Veterans Foundation of Stanislaus County.

**Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that consists of some degree of subjectivity on the part of the members of the SC in determining the overall best solution.** The best overall proposed solution will be the proposal that best meets the criteria. **Proposers should be aware the proposal determined by the SC to best meet the needs of the Tenant may not necessarily be the lowest cost proposal.** Respondents further understand and agree that the Tenant has the right to reject any and all submittals or to cancel the RFP process at any time without any liability to the Tenant or any other person, and the Tenant is under no obligation to make an award relating to this RFP to any person or entity. In addition, the Tenant reserves the right to evaluate only those proposals determined to be fully responsive to the RFP. All such decisions are ultimately to be made in the sole discretion of the Tenant for any reason or for no reason whatsoever, and the Tenant is under no obligation to assign any reason for the rejection, non-review or non-acceptance of any submittal. Under no circumstances shall this RFP be construed as a contractual offer.



Furthermore, respondents shall not hold the Tenant, the other applicable parties, their respective affiliates and/or any of their respective employees, representatives, agents, attorneys, advisors or consultants liable for any reason whatsoever related to this RFP and respondents hereby waive all such claims.

### **Submittal Evaluation**

The SC will evaluate all valid submittals received by the Tenant Representative, which shall include verification of receipt-on-time and apparent responsiveness. Responsiveness validation will also include verification of receipt of the following signed and exhibits: **Exhibit E, Proposer “Certification Form”**.

When conducting the evaluation, committee members will assign points to each proposal initially using the above weighting criteria resulting in an overall ranking of the proposals. From this ranking the SC will begin the Site Visits portion of the process.

The SC will conduct site visits of some or all of the properties. Dates and times of any site visits will be coordinated by the Tenant Representative in writing through the appropriate property representative. During the Site Visit the SC will generally evaluate the current condition of the site, location, amenities, surrounding area.

### **Best and Final Proposals**

Following the site visits, the SC will evaluate, assign points using the weighting criteria described above and rank the Short List Finalists. From this ranking, the SC will begin the best and final period (“Best and Final Period”) portion of the process with all Short List Finalists.

A list of proposals selected as Best and Final Finalists will be determined and will receive written notification (“Best and Final Finalist Notification”) from the Tenant Representative. During this Best and Final Period, the Tenant Representative will, through individual meetings and/or negotiations with each finalist, obtain the best and final proposal from the finalists. Each finalist participating in this Best and Final Period shall be responsible for providing any information that results in submission of what the finalist considers its best and final proposal to the Tenant Representative. The goal of the Tenant Representative at the end of the Best and Final Period is to receive the best and final proposals from each of the Best and Final Finalists and to provide each finalist’s best and final proposal to the SC.

Following the Best and Final Period, the SC will again evaluate, assign points to each best and final proposal using the weighting criteria described above and rank the Best and Final Finalists.

### **Selection and Award.**

- The Tenant reserves the right to ask, individually, each party that has submitted proposals for additional information.
- The highest ranked proposal after the Best and Final Period will be notified as the apparent successful proposer. The Tenant may then enter into final negotiations with the

apparent successful proposer with the goal of finalizing a lease agreement.

- Should a situation arise where the apparent successful proposer is unable to meet the terms of the Tenant, the SC may elect to terminate negotiations and begin final negotiations with the 2<sup>nd</sup> highest ranked proposal, so on and so forth until a lease agreement is finalized. Notwithstanding, the Tenant, at all times, reserves the right to cancel any negotiations and this RFP.
- If a lease agreement is finalized with the apparent successful proposer, the SC will recommend that successful proposer's proposal be presented at the Board Meetings for Stanislaus County and the Veterans Foundation and at the Council Meeting for the City of Modesto.
- If approved, the interested parties will execute the final lease or leases with the apparent successful proposer.

**Questions and Requests for Clarification.** It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Questions about any aspect of the RFP shall be submitted via e-mail to the Tenant Representative identified above (at the email address identified above) no less than one week prior to the deadline for the submission of a the proposal.

**Exhibit A -Proposal Details**

**A. Property Ownership/Management**

|    |  |
|----|--|
| A1 | <p>Please Provide</p> <ul style="list-style-type: none"> <li>• Prospective landlord’s legal name</li> <li>• Name of property management firm</li> <li>• Developer (if applicable),</li> <li>• Primary Contact (Name)               <ul style="list-style-type: none"> <li>a. address,</li> <li>b. telephone number,</li> <li>c. fax number,</li> <li>d. e-mail address, and</li> <li>e. company website (if available).</li> </ul> </li> </ul> |
|----|--|

**B. Building and Site**

|    |   |
|----|---|
| B1 | <p>Please Provide</p> <ul style="list-style-type: none"> <li>• Building address,</li> <li>• Location map,</li> <li>• Site plan,</li> <li>• Exterior building photo of the main entrance and</li> <li>• Existing “as built” floor plans of the proposed Premises.</li> <li>• Conceptual layout of the proposed Premises meeting the requirements of Exhibit F</li> <li>• Estimated square footage of proposed leased space. (Explain basis: “rentable,” “exclusive use/common-shared use,” etc.)</li> <li>• Description of proposed exterior signage for the new facility</li> </ul> |
| B4 | <p>Please Provide</p> <ul style="list-style-type: none"> <li>• Maximum number of off-street parking spaces available to Tenant</li> <li>• Ratio of parking expressed as # of parking space per 1,000 occupiable sq. ft. leased</li> </ul>   |
| B5 | <p>Please Provide</p> <ul style="list-style-type: none"> <li>• Brief description of the surrounding area and the appeal of the location of the property to the needs of Tenant.</li> <li>• Proximity (distance) of the Building to public transportation (bus stop, etc.)</li> </ul>  |
| B6 | <p>Describe any amenities available to Tenant within the Building. Please specify if there are any costs associated with such amenities.</p>  |
| B7 | <p>Describe “in place” security and safety features for the Building; including lighting, building security, parking lights, sidewalks, etc.</p>  |

**C. Economics of Proposal**

| C<br>1                       | <p>Please quote a rental rate per year over the term of the lease <b><u>including any concessions (free rent) you are willing to offer.</u></b> Tenant’s strong preference is for the rental rate to be “full-service” <b><u>except for utilities and janitorial costs which will be paid directly by Tenant.</u></b> Proposals shall be at a flat-rate (non-escalating) for the 10-year term of the lease, then renegotiable for any period after the initial term.</p> <p>All rent proposals (including gross, full service, modified gross or NNN) must identify the following line items:</p> <ul style="list-style-type: none"> <li>• Rent,</li> <li>• operating expenses (or CAM),</li> <li>• real estate taxes,</li> <li>• insurance,</li> <li>• utilities,</li> <li>• janitorial and</li> <li>• management fees.</li> </ul> <p>Please provide all numbers on a per square foot basis in the chart below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: center;">Cost (\$) / sq. ft.</th> <th style="text-align: left;"></th> </tr> </thead> <tbody> <tr> <td><b>Rent</b></td> <td style="text-align: center;">\$</td> <td>per square f</td> </tr> <tr> <td>Operating Expenses (or CAM)</td> <td style="text-align: center;">\$</td> <td>per square 1</td> </tr> <tr> <td>Real Estate Taxes</td> <td style="text-align: center;">\$</td> <td>per square 1</td> </tr> <tr> <td>Insurance</td> <td style="text-align: center;">\$</td> <td>per square 1</td> </tr> <tr> <td>Utilities</td> <td style="text-align: center;">\$</td> <td>per square 1</td> </tr> <tr> <td>Janitorial</td> <td style="text-align: center;">\$</td> <td>per square 1</td> </tr> <tr> <td>Management Fee</td> <td style="text-align: center;">\$</td> <td>per square 1</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: center;"><b>\$</b></td> <td><b>per square</b></td> </tr> <tr> <td>Tenant Improvement Allowance</td> <td style="text-align: center;">\$</td> <td>per square 1</td> </tr> </tbody> </table> | Item              | Cost (\$) / sq. ft. |  | <b>Rent</b> | \$ | per square f | Operating Expenses (or CAM) | \$ | per square 1 | Real Estate Taxes | \$ | per square 1 | Insurance | \$ | per square 1 | Utilities | \$ | per square 1 | Janitorial | \$ | per square 1 | Management Fee | \$ | per square 1 | <b>TOTAL</b> | <b>\$</b> | <b>per square</b> | Tenant Improvement Allowance | \$ | per square 1 |
|------------------------------|--|-------------------|---------------------|--|-------------|----|--------------|-----------------------------|----|--------------|-------------------|----|--------------|-----------|----|--------------|-----------|----|--------------|------------|----|--------------|----------------|----|--------------|--------------|-----------|-------------------|------------------------------|----|--------------|
| Item                         | Cost (\$) / sq. ft.  |                   |                     |  |             |    |              |                             |    |              |                   |    |              |           |    |              |           |    |              |            |    |              |                |    |              |              |           |                   |                              |    |              |
| <b>Rent</b>                  | \$   | per square f      |                     |  |             |    |              |                             |    |              |                   |    |              |           |    |              |           |    |              |            |    |              |                |    |              |              |           |                   |                              |    |              |
| Operating Expenses (or CAM)  | \$   | per square 1      |                     |  |             |    |              |                             |    |              |                   |    |              |           |    |              |           |    |              |            |    |              |                |    |              |              |           |                   |                              |    |              |
| Real Estate Taxes            | \$   | per square 1      |                     |  |             |    |              |                             |    |              |                   |    |              |           |    |              |           |    |              |            |    |              |                |    |              |              |           |                   |                              |    |              |
| Insurance                    | \$   | per square 1      |                     |  |             |    |              |                             |    |              |                   |    |              |           |    |              |           |    |              |            |    |              |                |    |              |              |           |                   |                              |    |              |
| Utilities                    | \$   | per square 1      |                     |  |             |    |              |                             |    |              |                   |    |              |           |    |              |           |    |              |            |    |              |                |    |              |              |           |                   |                              |    |              |
| Janitorial                   | \$   | per square 1      |                     |  |             |    |              |                             |    |              |                   |    |              |           |    |              |           |    |              |            |    |              |                |    |              |              |           |                   |                              |    |              |
| Management Fee               | \$   | per square 1      |                     |  |             |    |              |                             |    |              |                   |    |              |           |    |              |           |    |              |            |    |              |                |    |              |              |           |                   |                              |    |              |
| <b>TOTAL</b>                 | <b>\$</b>  | <b>per square</b> |                     |  |             |    |              |                             |    |              |                   |    |              |           |    |              |           |    |              |            |    |              |                |    |              |              |           |                   |                              |    |              |
| Tenant Improvement Allowance | \$   | per square 1      |                     |  |             |    |              |                             |    |              |                   |    |              |           |    |              |           |    |              |            |    |              |                |    |              |              |           |                   |                              |    |              |
| C<br>2                       | Please provide for an initial lease term of <b>10 years.</b>   |                   |                     |  |             |    |              |                             |    |              |                   |    |              |           |    |              |           |    |              |            |    |              |                |    |              |              |           |                   |                              |    |              |
| C<br>3                       | Tenant’s desired occupancy date is <b>no later than late fall/winter of 2016</b> (sooner preferred.)   |                   |                     |  |             |    |              |                             |    |              |                   |    |              |           |    |              |           |    |              |            |    |              |                |    |              |              |           |                   |                              |    |              |
| C<br>4                       | <ul style="list-style-type: none"> <li>• The Tenant prefers that the Landlord design and construct all of the tenant improvements. In the proposal, please describe how the Landlord proposes to accomplish the design and construction of the tenant improvements. If a tenant improvement allowance is proposed, please identify the amount of the tenant improvement allowance.</li> <li>• A description of the Minimum (base level) improvements desired are listed in Exhibit F for which a base-level tenant improvement proposal should be identified if these improvements do not already exist in the proposed facility.</li> <li>• A description of Optional/additional improvements that are preferred is also</li> </ul>   |                   |                     |  |             |    |              |                             |    |              |                   |    |              |           |    |              |           |    |              |            |    |              |                |    |              |              |           |                   |                              |    |              |

|        |  |
|--------|--|
|        | identified in Exhibit F for which an <u>alternative tenant improvement proposal</u> should be identified (if these improvements are not already available in the proposed space.)  |
| C<br>5 | <ul style="list-style-type: none"> <li>• Describe the expansion opportunities available in the building.</li> <li>• State whether Landlord will grant a <b>right of first refusal to purchase the building</b> and identify the terms and conditions therefore.</li> <li>• State whether Landlord will grant additional <b>options to extend the lease term</b> identify how many options, the length of said options, and the proposed lease rate during the option periods.</li> <li>• State whether Landlord will grant an <b>option to purchase</b> the building and identify the terms and conditions therefore.</li> </ul> |
| C<br>6 | <ul style="list-style-type: none"> <li>• Identify any proposed donations, rent concessions, or gifts and the terms and conditions therefore.</li> </ul>  |

**D. Suitability / Space Planning**

|    |  |
|----|--|
| D1 | If the property will be a multi-tenant facility, please provide a list of current or planned tenants.  |
| D2 | Provide any information that may serve to differentiate the proposer from other proposers in suitability for the Tenant. Include all unique qualifications the proposer believes are especially relevant to the scope of work contemplated herein. |
|    |  |

**Exhibit B – Schedule / Timing**

The following Schedule of Events represents the Tenant’s best estimate of the anticipated timeline that applies to this solicitation. All times indicated are in Pacific Daylight Time. The Tenant reserves the right to adjust the schedule, with prior notice, as it deems necessary:

| <b><u>Event:</u></b>  | <b><u>Time / Date</u></b> |
|---|---------------------------|
| RFP publicly advertised:  | <i>xx/xx/xxxx</i>         |
| Deadline to submit Proposer written questions:  | <i>xx/xx/xxxx</i>         |
| Answers to written questions posted on the Tenant Website by:                                 | <i>xx/xx/xxxx</i>         |
| <b>Deadline for submittal of Proposals:</b>   | <i>xx/xx/xxxx</i>         |
| Notification of Short List Finalists  | <i>xx/xx/xxxx</i>         |
| The Tenant conducts site visits of Short List Finalists                                       | <i>xx/xx/xxxx</i>         |
| Notification of Best and Final Finalists  | <i>xx/xx/xxxx</i>         |
| Beginning of Best and Final Period:   | <i>xx/xx/xxxx</i>         |
| End of Best and Final Period:   | <i>xx/xx/xxxx</i>         |
| Recommendations to County Board of Supervisors, City of Modesto, and the Veterans Foundation: | <i>xx/xx/xxxx</i>         |

**Exhibit C – Notice(s) to Proposers**

*All proposers should be aware that the project you are submitting a proposal on is a public procurement, and the County and the City are public agencies and a nonprofit corporation. Pursuant applicable law, the Tenant shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting lease.*

**Communication.** From the issue date of this solicitation until a successful respondent is selected and the selection is announced or the cancellation of this solicitation, interested proposers should contact the Tenant Representative concerning questions relating to this RFP.

**Accuracy of Information.** All information supplied in this RFP or by the Tenant or anyone acting on behalf of the Tenant, to a respondent is provided solely as a convenience to facilitate the selection process. The Tenant does not guarantee the accuracy or completeness of any such information supplied. In addition, respondent shall not rely on any express or implied statements, warranties or representations made by the Tenant or anyone acting on their behalf. Respondent agrees that the Tenant and their affiliates and their employees, representatives, agents, advisors or consultants cannot be held liable for any such statements, warranties or representations or inaccuracies or incompleteness in any information provided.

**Proposal Modifications/Corrections/Withdrawals.** Respondents may make no modification, correction or withdrawal of their submissions after the submission date. By submitting its submission, each respondent represents that: (i) it has read and understands this RFP; (ii) its submission complies with the requirements of this RFP; and (iii) respondent has the necessary corporate authority to make a submission.

**Form of Lease Agreement.** In the event a lease is entered into the successful proposer will be required to sign a lease using a lease form approved by the County, City and Foundation.

**Statement of Agreement.** With submission of a response, the respondent agrees that he/she has carefully examined this solicitation, and agrees that it is the respondent's responsibility to request clarification on any issues in any section of the solicitation with which the respondent requires such clarification. The respondent also understands that failure to mention these items in the proposal will be interpreted to mean that the respondent is in full agreement with the terms, conditions, specifications and requirements in therein. With submission of a proposal, the respondent hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that respondent has not directly or indirectly included or solicited any other respondent to put in a false or insincere proposal; (c) that respondent has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

**Submittal Costs and Confidentiality.** All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Tenant is not obligated to any party to reimburse such expenses. Upon receipt, all submittals become the property of the Tenant.

Labeling information provided in submittals “proprietary” or “confidential”, or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Public Records Act and subject to the Best and Final Period, the details of the submittal documents will remain confidential until final award.

**Award Conditions.** This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal or the apparent successful proposer, is not binding upon the Tenant and does not obligate the Tenant to procure or enter into a lease for any property. Neither the Tenant nor any party submitting a response will be bound unless and until a written lease mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Tenant and a respondent. The Tenant reserves the right to waive non-compliance with any requirements of this solicitation and to reject any or all responses. Upon receipt and review of responses, the Tenant will determine the proposal(s) that in the sole judgment of the Tenant is in the best interest of the Tenant (if any is so determined), with respect to the evaluation criteria stated herein. The Tenant will then conduct negotiations with such proposer(s) to determine if a mutually acceptable agreement may be reached.

**Notice of Prevailing Wage Requirements**

Please be advised that Prevailing Wages may be required to be paid on the construction of the tenant improvements. Labor Code Section 1720.2 provides: that prevailing wages must be paid on any construction work done under private contract when all of the following conditions exist:

- (a) The construction contract is between private persons.
- (b) The property subject to the construction contract is privately owned, but upon completion of the construction work, more than 50 percent of the assignable square feet of the property is leased to the state or a political subdivision for its use.
- (c) Either of the following conditions exist:
  - (1) The lease agreement between the lessor and the state or political subdivision, as lessee, was entered into prior to the construction contract.
  - (2) The construction work is performed according to plans, specifications, or criteria furnished by the state or political subdivision, and the lease agreement between the lessor and the state or political subdivision, as lessee, is entered into during, or upon completion of, the construction work.



**Exhibit D – Buyer's Broker and Commission**

The Tenant, in its potential capacity as “Tenant”, has engaged Randy Brekke (Brekke Real Estate, 1500 Standiford Ave. Building D, Modesto, CA 95350 Ph. 209.571.7230 866.922.7353 Fax 209.529.0538) ("Brekke") to act as the Tenant Representative. Accordingly, Brekke is acting as agent for Tenant in the RFP process and is not acting as agent for any prospective landlord. If the apparent successful proposer and Tenant (i.e. the Tenant) enter into a lease for all or any portion of the selected property, the apparent successful proposer will pay to Brekke a market commission to be negotiated via a separate commission agreement.

**Exhibit E – Certification Form**

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_ (title) of \_\_\_\_\_ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for proposals is full, complete and truthful.

I further certify that the proposer has adequate financial resources to perform the contract, or the ability to obtain them.

I further certify that the proposer is able to comply with the contract requirements, considering the proposers other business obligations.

I further certify that the proposer has satisfactory organization, experience, accounting and operational controls, and managerial and technical skills to perform the contract.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer has not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government Tenant, and further, that the proposer is not now under consideration for suspension or debarment from any such Tenant.

I further certify that the proposer has not in the immediately preceding five years been defaulted in any federal, state or local government Tenant contract and further, that the proposer is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Tenant and/or its agents and representatives may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Tenant and or its agents or representatives may contact any individual or entity named in the Proposal for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Proposal is submitted for the express purpose of inducing the Tenant to award a lease agreement.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**EXHIBIT F  
VETERANS CENTER PROJECT  
TENANT REQUIREMENTS**

**Veterans Center Concept**

**Needs and Uses**

The proposed Veterans Hall concept is to create a center for veterans activities and services for use by all veterans' groups in Stanislaus County, located centrally in Modesto at an easily accessible, identifiable and safe site. The project conceptually will include between 30,000 and 65,000 gross square feet<sup>1</sup> with the following functions, generally described as follows:

This general description of the project conveys the concept for the new facility. The square footages are identified as a description of the proposed functions and uses of the space. A more detailed list is provided after the general description of the facility concept below for the purpose of describing how the estimated square footages were derived. Since existing facilities will differ in size and configuration, the Proposer should use this description as a guide to identify the intended uses of the property. Creative proposals are encouraged within the parameters of the available funding provided in Exhibit G.

**Veterans Hall** ..... **20,000 sq. ft.**  
Minimum 10 Year lease; including tenant improvements; preference for option to purchase.

**Minimum Requirements of Base Project**

Assembly Hall for meetings, conventions, events for up to 500 persons (seated) or up to 300 (seated at tables); Assembly Hall to have a low stage for podium, lectern or dais (meetings and presentations), controlled lighting, and amplified audio system capabilities (equipment provided by Tenant). Seating area should have maximum flexibility for event use, such as a dance floor.; but may alternatively be set up for round-table discussion, computer training, convention, meeting or other uses. The Proposer is reminded to verify that the facility must meet all applicable codes (including the Americans with Disabilities Act), fire prevention and protection (including exiting) requirements.

Kitchen for warming and serving pre-prepared food and beverages. The kitchen will provide for temporary storage, heating/cooling of food and beverages and clean up. The kitchen should provide adequate space (estimated 750 sq. ft.) of counter and work tables, a double-basin rinsing/dishwashing sink, hot/cold water, including space for freestanding refrigerator and freezer equipment provided by the Tenant.

Chair/table storage and audio/video equipment.

Lobby/vestibule and veteran's artifact and informational display

Shared use offices: (2) 168 sq. ft. private offices; (4) 120 sq. ft. private offices; all offices with power, data and telecommunications.

Shared use conference rooms: (1) 12-person conference room (240 sq. ft.); (1) 14 person conference room (280 sq. ft. ea.); (1) 30 person conference room (600 sq. ft. ea.); (2) 40-person conference rooms (800 sq. ft. ea.); all conference rooms to fit conference table with side seating,

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<sup>1</sup> Please refer to the note regarding square footages in this section.

but with multi-purpose capability. Furnishings and electronics to be provided by others, but space equipped for controlled lighting, telecommunications, power and data (wired and wifi.) Furnishings and equipment to be provided by Tenant; however, electric power and data to meeting tables and workstations will be required. Tenant will provide all furnishings and non-fixed equipment.

Lounge/Bar: Space adjacent to the Assembly Hall but separated and lockable when not in use; to comfortably accommodate up to 20 standing patrons; equipped for licensable for on-site beverage and liquor service (sink, serving area, etc.) The lounge/bar must be licensable to meet Modesto Police Department Alcoholic Beverage Control and Stanislaus County Department of Environmental Health requirements. All furniture, fixtures and equipment to be provided by Tenant (in the minimum “base” proposal.)

Public, well-lighted parking to support daytime business and evening/weekend event uses.

Appropriate identification and directional signage.

**Optional/Preferred. Please provide a proposed price for the following facilities in addition to the minimum requirements listed above.**

**Full-Service Food Preparation Kitchen**, including serving, scullery/clean-up, food and equipment storage. The kitchen will provide for general food storage, preparation, serving and clean-up for events conducted at the Assembly Hall or Shared Meeting rooms on-site by veterans or for rental uses. The kitchen should include basic food supply storage (dry, refrigerated and frozen); food preparation (cooking, mixing, baking, etc.), dispensing (by waiter/waitress to tables in the dining/assembly areas); finishing/serving stations (for waiter staff; beverages; condiments; salads; desserts; flatware/silverware; etc.); clean-up area, including washing and drying areas; storage; waste handling; clean and soiled linen. The Tenant prefers capability to offer buffet tables for serving as an option to table service dining (including power, water and drainage utilities.)

Your proposal should include an “alternate price” to provide for facilities for these functions and including all built-in (fixed/attached) equipment, utilities (hot and cold water, draining, grease traps, hoods, vents, fire protection systems, and all local and State Building and Health codes requirements for full permanent kitchen requirements, and compliant with Stanislaus County Department of Environmental Resources requirements. All portable equipment, tables, etc. shall be provided by the Tenant.

**Full-Service (Improved) Lounge/Bar:** Adjacent to Assembly Hall but separated and lockable when not in use; to comfortably accommodate 20-24 patrons (seated and standing); equipped for licensable for full liquor service (sinks, storage, serving area, refrigeration, etc. provided.) The Lounge/Bar must be licensable to meet Modesto Police Department Alcoholic Beverage Control and Stanislaus County Department of Environmental Health requirements.

Assembly and/or dining facilities with indoor/outdoor accommodations to expand event capacity; landscaped patio, barbeque area are preferred.

Garden patio for outdoor relaxation, military artifact display; expanded potential for event/rental use (weddings, meetings, etc.) are preferred, if possible.

Enclosed/secure storage for veteran’s organization use, compartmentalized for use by multiple groups, for event materials (banners, flags, fliers, wheelchairs or other medical assistive devices (lent by veterans organizations to individuals in need)

Copy/workroom for photocopier or printer (to be supplied by others), layout/work table, supply storage, countertop.

Private office for Facility Manager

**Description of the Proposed Use**

Scheduled events for veteran organizations, assemblies, conferences, large and small meetings, executive and committee meetings.

Services, such as veteran’s workshops (employment, training, education, program enrollment, referral to services, etc.) on a shared-use, pre-scheduled basis.

Operated/managed by a full-time manager and the non-profit Veterans Foundation of Stanislaus County.

Non-veterans uses for private events (weddings, conferences, parties, meetings) scheduled by the non-profit organization manager as available after veterans’ priority uses; possible shared use with other tenants.

Seven days per week uses; 6:00 a.m. to 2:00 a.m.

**County Aging and Veterans Service Office ..... 9,400 sq. ft.**  
Possible separate lease directly with Stanislaus County

**Minimum Requirements of Base Project**

Stanislaus County Area Agency on Aging and Veterans Service Office includes 14 private offices; 34 total staff; reception/waiting for 12 persons with public counters and reception functions; copy/workroom; storage; file room; counseling offices; employee break room; 20-person conference room.

**Proposed Use**

General office use Monday-Friday, 8:00 a.m.-5:00 p.m.; separated and secured during non-business hours. Customers include veterans and veteran families; senior citizens and families. Services provided: referral to recreational, educational, social events, transportation services, medical programs by others; informational services (healthy aging; benefits; etc.) Objective is to provide “one stop” services to veterans and their families at a single center for services, referrals and programs.

**OPTIONAL -- Related County Services Offices ..... 35,500 sq. ft.**  
Possible separate lease directly with Stanislaus County

**Minimum Requirements of Optional Space**

Stanislaus County Community Services Agency In Home Support Services (IHSS) Unit provides coordination for home-care providers throughout Stanislaus County. Includes 10 private offices; 2 interview rooms; medical records; (3) 750 sq. ft. activity rooms; (1) dedicated use 30-person conference room; storage; employee break room.

Stanislaus County Adult Protective Services (APS) provides services to help ensure the safe care and well being of seniors living in Stanislaus County; to investigate senior abuse and fraud; to provide counseling and referral to services and to take/investigate complaints regarding senior care. Most activities occur at the client’s residence; this office will receive inquiries and initial requests for services. Space needs include 10 private offices; reception/waiting (15 persons/day); (2) interview rooms; dedicated use conference rooms: (2) of 30-persons capacity; telephone report taker office; file rooms; secure parking for 15 County vehicles.

Stanislaus County Behavioral Health and Recovery Services (BHRS) veterans and senior services programs specialists to provide referral/scheduling for off-site services, interviews, provide information to potential clients and families. Includes (10) private offices; reception/waiting for 6 persons; (2) interview offices, open office area; work/copy room; storage; file storage; employee break room.

Total combined IHSS, APS and BHRS staff: 104. Many work off-site most of the day Monday-Friday but require a workstation and office support on-site. Estimated combined public visitor volume is 10-15 persons daily.

**Proposed Use**

General office use Monday-Friday, 8:00 a.m.-5:00 p.m.; separated and secured during non-business hours.

**OPTIONAL -- Related Other Services Offices** ..... Up to 4,000 sq. ft.\*  
Possible separate lease or sublet to Tenant agencies. \*Tenants not confirmed at this time.

**Minimum Requirements of Optional Space**

Other possible tenants include:

Consolidated Transportation Services (CTS); 2 private offices; 4 open office/partition workstations; small (4 person) waiting/reception area and counter; brochure storage; secure parking for up to 6 small transit buses/vans. This office provides coordination of transportation services (vans, scheduled and dial-a-ride services); transit information; scheduling services.

Disability Resource Agency for Independent Living (DRAIL) provides resources, services, advocacy and support to persons living with disabilities. (4) private offices; 12 total staff; reception/waiting for 6 persons; dedication 14 person conference room; file, equipment and brochure storage; (2) interview rooms. Generally provides information and referral to off-site services and programs.

**Tenant Space Detail (Description)**

The detailed list of space needs provided on the following pages is intended to describe how the general uses and needs of the Tenants, for the purpose of identifying the types of spaces, number of workstations, amount of equipment and functions of the proposed facility. Creative proposals are sought to maximize the beneficial use of the proposed facilities within the available project budget.

The detailed space listing does not prescribe minimum acceptable requirements, but it does describe minimal functional needs. Your proposal should broadly define how these functional needs will be met within the space you propose, and any exceptions (greater or lesser) than identified in this Exhibit. These needs will form the basis for the project’s detailed design layout for the selected facility/proposal. This information is intended to provide a more detailed description of the proposed use of the facilities; however, Stanislaus County understands that the configuration of an existing facility may require creative means for the layout, design and use of the space.

***Note on Description of Square Footages and the Space Listing:***

The square footages listed in this document are described as either “total square feet,” “gross square feet” or “net square feet.” In concept, “net square feet” is intended to represent the occupiable and usable area for the exclusive use of the Tenant. In the detailed space calculations shown in this Exhibit F, individual spaces are totaled by their overall dimensions (8’0” x 10’0” = 80 square feet.) A “circulation allowance” is added to account for the internal aisle ways and access between spaces within the net (usable) square feet to derive a total net square footage. This Request For Proposals seeks to identify a facility that meets the functions identified within the occupiable space list.

The listed net square footages do not include building supportive areas that are not occupiable, such as stairwells/elevators, fire-exiting corridors, mechanical/utility rooms or shafts, janitor closets, telephone/communications equipment rooms, etc.

The amount of non-exclusive, non-occupiable space will depend on the type and layout of the space you propose. For example, a single-tenant facility may require more “stand alone” support space for mechanical systems, etc. than a multiple tenant facility. For the purpose of this description, a “net-to-gross space area” is assumed as if the space is located in a single-tenant building. Gross or Total Square Feet includes the total planned building area within the exterior walls.

**PART I: VETERANS’ HALL**

The functions desired within the Veterans’ Hall space are described in the detailed listing in the following section.

The Veterans Hall space contains shared-use spaces for veterans, veteran organizations and for potential use as an events center for banquets, ceremonies, private parties, meetings, etc.

**EXHIBIT F  
VETERANS CENTER PROJECT  
TENANT REQUIREMENTS**

**DRAFT**

**Veterans Center Facility**

Space Requirements Calculation

| <i>Space/Description</i>                      | <i>Purpose/Use</i>              | <i>Sq. Ft. Each</i> | <i>Quantity</i>  | <i>Square Feet</i> | <i>Total Square Feet</i> |
|---|---------------------------------|---------------------|------------------|--------------------|--------------------------|
| <b>Veterans' Center</b>                       |                                 |                     |                  |                    |                          |
| <b>Entry Vestibule</b>                        |                                 |                     |                  |                    |                          |
| Information/Exhibit Floor Display             | Directory/Information           | 10 s.f. each x      | 1                | 10                 |                          |
| Artifacts/Flags/Display Case                  | Display                         | 40 s.f. each x      | 1                | 40                 |                          |
| Vestibule                                     | Entrance Lobby                  | 140 s.f. each x     | 1                | 140                |                          |
| <b>Total, Vestibule</b>                       |                                 |                     |                  | <b>190</b>         |                          |
| <b>Multi-Use Office Area</b>                  |                                 |                     |                  |                    |                          |
| Shared Private Offices                        | Part-time Shared/Scheduled Use  | 168 s.f. each x     | 2                | 336                |                          |
| Shared Private Offices                        | Part-time Shared/Scheduled Use  | 120 s.f. each x     | 4                | 480                |                          |
| <b>Total, Shared Use Office Area</b>          |                                 |                     |                  | <b>816</b>         |                          |
| <b>Material Storage</b>                       |                                 |                     |                  |                    |                          |
|   | Shared Use; Lockable Partitions | 200 s.f. each x     | 1                | 200                |                          |
| <b>Total, Storage</b>                         |                                 |                     |                  | <b>200</b>         |                          |
| <b>Assembly Hall</b>                          |                                 |                     |                  |                    |                          |
| Multipurpose Assembly/Meeting Hall            |                                 |                     |                  |                    |                          |
| Seated Capacity = 500; Seated at Tables = 300 | Shared/Scheduled Use            | 7500 s.f. each x    | 1                | 7,500              |                          |
| Movable Furniture Storage                     | Secure; Adj. to Assembly Hall   | 150 s.f. each x     | 1                | 150                |                          |
| <b>Total, Assembly Hall</b>                   |                                 |                     |                  | <b>7,650</b>       |                          |
| <b>Kitchen</b>                                |                                 |                     |                  |                    |                          |
| Serving Area                                  |                                 | 350 s.f. each x     | 1                | 350                |                          |
| Clean-Up/Scullery                             |                                 | 120 s.f. each x     | 1                | 120                |                          |
| Food Preparation/Warming                      |                                 | 180 s.f. each x     | 1                | 180                |                          |
| Dry Food Storage                              |                                 | 100 s.f. each x     | 1                | 100                |                          |
| <b>Total, Kitchen</b>                         |                                 |                     |                  | <b>750</b>         |                          |
| <b>Subtotal, Veterans' Center</b>             |                                 |                     |                  | <b>9,606</b>       |                          |
| Circulation Allowance                         | Access/Egress/Layout Efficiency | 28%                 |                  | 2,682              |                          |
| <b>Total Net(Usable) Square Footage</b>       |                                 |                     |                  |                    | <b>12,288</b>            |
| <i>Assumed Net-to-Gross Space Efficiency</i>  |                                 |                     | 85.0% N-T-G Area |                    | 2,168                    |
| <b>TOTAL GROSS BUILDING AREA</b>              |                                 |                     |                  |                    | <b>14,456</b>            |



**EXHIBIT F  
VETERANS CENTER PROJECT  
TENANT REQUIREMENTS**

**DRAFT**

**Shared-Use Meeting and Office Facilities**

|   |                                 |                 |                  |              |
|---|---------------------------------|-----------------|------------------|--------------|
| Conference Room   | 12 persons capacity             | 240 s.f. each x | 1                | 240          |
| Conference Room   | 14 persons capacity             | 280 s.f. each x | 2                | 560          |
| Conference Room   | 30 persons capacity             | 600 s.f. each x | 2                | 1,200        |
| Conference Room   | 40 persons capacity             | 800 s.f. each x | 2                | 1,600        |
| <b>Total, Shared-Use Facilities</b>                       |                                 |                 |                  | <b>3,600</b> |
| <i>Subtotal, Shared-Use Meeting and Office Facilities</i> |                                 |                 |                  | 3,600        |
| Circulation Allowance                                     | Access/Egress/Layout Efficiency | 8%              |                  | 280          |
| <b>Total Net(Usable) Square Footage</b>                   |                                 |                 |                  | <b>3,880</b> |
| <i>Assumed Net-to-Gross Space Efficiency</i>              |                                 |                 | 85.0% N-T-G Area | 685          |
| <b>TOTAL GROSS BUILDING AREA</b>                          |                                 |                 |                  | <b>4,565</b> |

The two areas listed above, the “Veterans’ Center ” and the “Shared-Use Meeting and Office Facilities” list the total conceptual needs of the **Veterans’ Hall** portion of the proposal totaling 19,021 total square feet (rounded to 20,000 square feet.)

**PART II: STANISLAUS COUNTY AGING AND VETERANS SERVICE OFFICE**

The County's Department of Aging and Veterans Services will co-occupy the facility with the Veterans Hall described in Part I. These offices afford direct services to Veterans and other senior citizens, and their families, and are a natural cohabitant of the proposed facility. The County AAA/Veterans Services office will generally be open during business days between 8:00 a.m. and 5:00 p.m.; whereas the Veterans Hall will have extensive activities afterhours and on weekends and holidays.

**Stanislaus County Area Agency on Aging/Veteran Services**

**Reception/Shared Veterans and AAA**

|                              |                 |   |            |
|------------------------------|-----------------|---|------------|
| Waiting Area, 12 persons     | 192 s.f. each x | 1 | 192        |
| Informational Display Area   | 40 s.f. each x  | 1 | 40         |
| Coffee Station               | 15 s.f. each x  | 1 | 15         |
| <b>Total, Reception Area</b> |                 |   | <b>247</b> |

**Public Counter/Veteran Services**

|   |                |   |            |
|---|----------------|---|------------|
| Receptionist                                  | 80 s.f. each x | 1 | 80         |
| Volunteer Workstation                         | 80 s.f. each x | 4 | 320        |
| Photocopier                                   | 42 s.f. each x | 1 | 42         |
| Workcounter                                   | 14 s.f. each x | 4 | 56         |
| Equip[ment Stand                              | 7 s.f. each x  | 1 | 7          |
| <b>Total, Public Counter-Veteran Services</b> |                |   | <b>505</b> |

**Public Counter/Area Agency on Aging**

|  |                |   |            |
|--|----------------|---|------------|
| Receptionist                                     | 80 s.f. each x | 1 | 80         |
| Volunteer Workstation                            | 80 s.f. each x | 2 | 160        |
| Equipment Stand                                  | 7 s.f. each x  | 1 | 7          |
| Workcounter                                      | 14 s.f. each x | 4 | 56         |
| <b>Total, Public County-Area Agency on Aging</b> |                |   | <b>303</b> |

*....continued on next page*

| <b>Office Area</b>   |                                   |                 |                  |                |
|--|-----------------------------------|-----------------|------------------|----------------|
| Copy/Work Room   |                                   | 280 s.f. each x | 1                | 280            |
| Storage Room   | General Storage                   | 140 s.f. each x | 1                | 140            |
| Storage Room   | Brochures/Referral Information    | 80 s.f. each x  | 1                | 80             |
| Veterans Representative  | Private Office                    | 120 s.f. each x | 4                | 480            |
| AAA Manager  | Private Office                    | 140 s.f. each x | 1                | 140            |
| AAA Counselor  | Private Office                    | 120 s.f. each x | 1                | 120            |
| AAA Outreach Volunteer   | Shared Private Office             | 120 s.f. each x | 1                | 120            |
| AAA Volunteer  | Shared Office                     | 120 s.f. each x | 1                | 120            |
| Health Insurance Counseling & Advocacy (AAA)                             |                                   |                 |                  |                |
| Senior Information/Assistance Specialist                                 | Workstation                       | 100 s.f. each x | 1                | 100            |
| Volunteer Coordinator  | Workstation                       | 80 s.f. each x  | 1                | 80             |
| Prevention & Early Intervention (AAA)                                    |                                   |                 |                  |                |
| Lead Worker  | Workstation                       | 100 s.f. each x | 1                | 100            |
| Social Worker  | Workstation                       | 100 s.f. each x | 2                | 200            |
| Administrative Assistance  | Workstation                       | 100 s.f. each x | 1                | 100            |
| Director of AAA/Veteran Services   | Private Office                    | 168 s.f. each x | 1                | 168            |
| Program Manager  | Private Office                    | 120 s.f. each x | 1                | 120            |
| File Room  |                                   | 221 s.f. each x | 1                | 221            |
| Multi Senior Services Program (MSSP)                                     |                                   |                 |                  |                |
| Program Manager  | Private Office                    | 120 s.f. each x | 1                | 120            |
| Account Clerk  | Workstation                       | 100 s.f. each x | 1                | 100            |
| Social Worker  | Workstation                       | 100 s.f. each x | 3                | 300            |
| Nurse  | Workstation                       | 100 s.f. each x | 1                | 100            |
| Social Worker/Intern   | Workstation                       | 64 s.f. each x  | 2                | 128            |
| Open Office Area   | File cabinets, work counter, etc. | 74 s.f. each x  | 1                | 138            |
| Healthy Aging Program  |                                   |                 |                  |                |
| Healthy Aging Program Coordinator  | Workstation                       | 100 s.f. each x | 4                | 400            |
| Open Office Area   | File cabinets, work counter, etc. | 70 s.f. each x  | 1                | 70             |
| Employee Break Room  |                                   | 355 s.f. each x | 1                | 355            |
| Conference Room  | 24 Person Capacity                | 480 s.f. each x | 1                | 480            |
| Conference Room  | 20 Person Capacity                | 400 s.f. each x | 1                | 400            |
| <b>Total, Office Area - Exclusive Use</b>                                |                                   |                 |                  | <b>5,160</b>   |
| Subtotal, Stanislaus County Area Agency on Aging/Veteran Services Office |                                   |                 |                  | 6,215          |
| Circulation Allowance  | Access/Egress/Layout Efficiency   | 29%             |                  | 1,810          |
| <b>Total Net(Usable) Square Footage</b>                                  |                                   |                 |                  | <b>8,025</b>   |
| Total Net Square Feet Per Person =                                       |                                   |                 | 8,025            | 287 NSF/person |
| Assumed Net-to-Gross Space Efficiency                                    |                                   |                 | 85.0% N-T-G Area | 1,416          |
| <b>TOTAL GROSS BUILDING AREA</b>   |                                   |                 |                  | <b>9,441</b>   |

**PART III: OTHER RELATED OFFICES (Optional)**

Similar to the general business offices listed in Part II, the Other Related Offices include additional business services available to the general public and that support veterans. The additional optional offices listed in Part III will be located in the proposed facility if adequate space can be identified in your proposal to accommodate them *after the needs identified in Parts I and II have been satisfied*. These spaces are generally calculated as provided below, and will include the Stanislaus County Community Services Agency In Home Supportive Services (IHSS) unit and the Adult Protective Services (APS) unit; and selected services of the Stanislaus County Behavioral Health and Recovery Services (BHRS) department. Other potential tenants could include Consolidated Transportation Services (CTS), or other compatible service organizations.

Stanislaus County prefers to consolidate all of the services listed in Parts I, II and III in a proposed location; however, Parts I and II will take priority over Part III if your proposed space cannot accommodate all three parts.

**Stanislaus County-Other Related Services**

**Stanislaus County Community Services Agency**

|   |                             |                  |        |
|---|-----------------------------|------------------|--------|
| In-Home Supportive Services (IHSS) Unit | 66 Staff @ 287 NSF/person = | 287 NSF/person = | 19,000 |
| Adult Protective Services (APS) Unit    | 13 Staff @ 287 NSF/person = | 287 NSF/person = | 3,800  |

**Stanislaus County Behavioral Health & Recovery Services**

|  |                              |                  |               |
|--|------------------------------|------------------|---------------|
|  | 253 Staff @ 287 NSF/person = | 287 NSF/person = | 7,200         |
| <b>Total Net(Usable) Square Footage</b>      |                              |                  | <b>30,000</b> |
| <i>Assumed Net-to-Gross Space Efficiency</i> |                              | 85.0% N-T-G Area | 5,294         |
| <b>TOTAL GROSS BUILDING AREA</b>             |                              |                  | <b>35,294</b> |

**EXHIBIT G  
VETERANS CENTER PROJECT  
AVAILABLE FUNDING**

The proposed Veterans' Center Project will be funded by a partnership comprised of Stanislaus County, the City of Modesto and the Veterans Foundation of Stanislaus County as described below.

The proposed project includes a Veterans Hall component, Aging and Veterans' Services offices, and (optionally) other related offices. This chart indicates the total available annual funding for each part of the project for a ten (10) year term. The "equivalent" cost per square foot assumes the indicated total square feet as shown.

*Veterans Hall* of approximately 20,000 total square feet will consist of the Assembly and Event space, including food services, shared meeting rooms and shared offices. Please note that "event revenues" will be collected by one of the three contributing agencies; and is included below to reflect the total, actual available annual funding.

The *Stanislaus County Department of Aging and Veterans' Services* offices will require general office space, including private offices, reception, work areas, copy rooms, exclusive-use meeting rooms, storage, etc. of approximately 9,500 total square feet. Funding for the Aging and Veterans Services offices will be provided exclusively by Stanislaus County.

If space permits, an option is also available to include additional County offices for other related services of approximately 35,000 total square feet. Funding for the additional (optional) office space will be provided exclusively by Stanislaus County.

A total of \$871,414 annually is available to fund the cost of rent and tenant improvements for this project, as summarized in the following chart. This amount does not include any estimated utilities, janitorial or other operational costs associated with the Veterans Center Facility project.

**Stanislaus Veterans Center Facility**

Annual Rent including Tenant Improvement Costs (does not include utilities or operational costs)  
Annually for a Ten-Year Term

|  |                         |
|--|-------------------------|
| <b>Part I: Veterans Hall -- ±20,000 sq. ft. Assembly/Kitchen/Shared Meeting/Shared Offices</b>   | <b>\$227,226 Annual</b> |
| <b>Part II: Aging and Veterans Services Offices -- ±9,500 sq. ft. General Office Space</b>       | <b>\$135,953 Annual</b> |
| <b>Part III: Other Veterans-Related Services Offices -- ±35,000 sq. ft. General Office Space</b> | <b>\$508,235 Annual</b> |
| <b>TOTAL PROJECT FUNDING AVAILABLE:</b>  | <b>\$871,414 Annual</b> |

**FIRST AMENDMENT TO  
MEMORANDUM OF UNDERSTANDING AMONG  
THE COUNTY OF STANISLAUS, THE CITY OF MODESTO,  
AND THE VETERANS FOUNDATION OF STANISLAUS COUNTY**

THIS FIRST AMENDMENT ("Amendment") to the MEMORANDUM OF UNDERSTANDING AMONG THE COUNTY OF STANISLAUS, THE CITY OF MODESTO, AND THE VETERANS FOUNDATION OF STANISLAUS COUNTY ("MOU"), dated as of January 1, 2019, is made by and between the County of Stanislaus, a political subdivision of the State of California ("County"), the CITY OF MODESTO (the "City") and the VETERANS FOUNDATION OF STANISLAUS COUNTY, a California nonprofit corporation (the "Foundation"), known individually as a "party" and collectively, the "parties".

**RECITALS**

A. On or about September 22, 2015, the parties entered into the MOU to identify various mutual goals and objectives.

B. The MOU identified as its primary goal the development of Veterans Center comprised of a "one Stop Shop" concept for a meeting hall for veterans combined with programs for veterans access via a partnership between the Parties for a 10-year period.

C. The MOU further identified as a goal the creation of a sustainable financial model to help ensure financial success by identifying funding required for operation of the Veterans Center and to secure sources of funds to meet long-term needs.

D. The MOU confirmed that the Foundation was formed as a non-profit corporation to seek funding and accept donations and/or contributions to support the needs of all Stanislaus County veterans, including the creation of a veterans facility.

E. The MOU listed at Paragraph 3.(b) as a Foundation responsibility: "Foundation will develop sustainable funding to contribute to establishment and lease of the Veterans Center as set forth in Section 4 of this MOU, and to support veteran services, including planning for long-term facility needs."

F. The MOU further listed at Paragraph 3.(b) as a Foundation responsibility: "Foundation will be responsible for operation of the Veterans Hall portion of the Veterans Center ... The Foundation will have exclusive rights to market, schedule and rent the Veterans Hall for veteran and non-veteran groups or purposes to facilitate fundraising."

G. The MOU further states at Paragraph 4.(a) that "Upon expiration of the lease, Foundation may continue the lease or purchase the property for its own purposes."

H. On or about June 13, 2016, the parties entered into a Facility Operating Agreement to implement the goals and objectives of the MOU.

I. On June 13, 2016, Sylvan Square, LLC ("Master Landlord") and the County entered into a written lease ("Master Lease") for approximately 19,025 square feet of improved real property located at 3500 Coffee Road, Suite 15, Modesto, California ("Premises").

J. On July 1, 2016, the County and the Foundation entered into a Sublease of the Premises.

K. The Sublease required a monthly rent payment by the Foundation of \$14,583.33 for the 19,025 square foot Premises.

L. The Facility Operating Agreement, at Paragraphs K and 6 contemplated the development by the Foundation of a sustainable funding plan for the proposed Veterans Center that would enable the Foundation to provide its share of funding for the Sublease and operation of the Premises for a period of ten (10) years.

M. Between April 1, 2018 and December 31, 2018, the Foundation did not pay its monthly rent and became in arrears of its rent and other obligations in the amount of \$138,852.71. The County notified the Foundation of its obligation to meet its financial obligations and bring its rent payments current.

N. On October 10, 2018, the Foundation notified the County that it had undergone a change in leadership and requested that the Foundation and County collaborate to identify a mutually acceptable path forward.

O. Since then, the Foundation and the County have met with one another and with other Veterans' organizations to align on the best path forward.

P. The primary purpose of this Amendment is to reflect the change in status and role of the Veterans Foundation and to transfer any and all responsibility for the management and operation, including marketing and scheduling, of the Veterans Center to the County exclusively.

Q. As part of the going-forward strategy, the County and the Foundation have agreed to modify the Sublease and the Facility Operating Agreement to modify their respective responsibilities for the Veterans Center and the Premises, to reduce the amount of square footage for which the Veterans Foundation is responsible, and to decrease the Rent payable to the County in a commensurate amount, as reflected by the terms and conditions set forth therein.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and Subtenant agree as follows:

1. It continues to be the intention of the Parties that the Veterans Foundation develop sustainable funding to repay the amount of rent and other obligations owed to the County (\$138,852.71 through December 31, 2018) and to contribute to the lease and operation of the Veterans Center as set forth in Section 4 of the MOU, and to support veteran services, including planning for long-term facility needs.

2. Until such time as the Veterans Foundation can demonstrate to the satisfaction of the Parties that it has developed a sustainable funding strategy adequate to maintain the lease and operation of the Veterans Center, the Parties are modifying their respective obligations under the MOU, the Operating Agreement and the Sublease as reflected in the Amendments to each of those documents.

3. Paragraph 3.(b) of the MOU is modified to reflect the following: "County will be responsible for operation of the Veterans Hall portion of the Veterans Center. County will have exclusive rights to market, schedule and rent the Veterans Hall for veteran and non-veteran groups or purposes to facilitate fundraising subject to the Foundation and the County reaching

agreement regarding the creation by the Veterans Foundation of an endowment and the creation of a corresponding funding strategy acceptable to the Parties whereby once the Foundation fulfills its existing financial obligation to the County, proceeds of fundraising efforts could be contributed to the endowment for the purpose of sustaining the longevity of the Foundation and the Center."

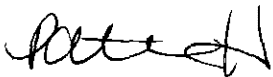
4. As the Parties continue to meet and confer regarding their best strategy for collaborating on a going forward basis, the Parties acknowledge and agree that it will be necessary for them to address various other logistical issues, including but not limited to a communications plan for the changes memorialized in this Amendment and the Amendments to the Sublease and Facility Operating Agreement, storage coordination, coordination of logistics for veterans' events, the furnishing of the Foundation's new office, coordination of the use of the lobby and lounge, coordination and oversight of volunteers. The Parties agree to utilize their best good faith efforts to collaborate with one another on mutually acceptable solutions to each of these and other issues that may arise as they continue to collaborate on the ongoing success of the Veterans Center.

5. Except as provided herein, all other terms and conditions of the MOU shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

**"County"**

Stanislaus County



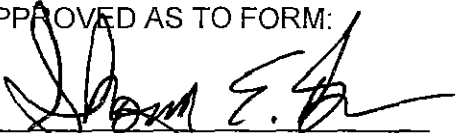
By: Patricia Hill Thomas  
Chief Operations Officer

APPROVED AS TO CONTENT:



By: Wardee Bruce  
Chairman, Stanislaus County  
Veterans Advisory Commission

APPROVED AS TO FORM:



By: Thomas E. Boze  
Stanislaus County Counsel

**"Foundation"**

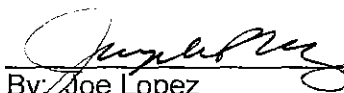
Veterans Foundation of Stanislaus County



By: Michael D. Pelucca, Interim Chair

**"City"**

City of Modesto



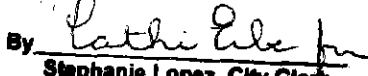
By: Joe Lopez  
City Manager

APPROVED AS TO FORM:



By: Adam Lindgren  
City Attorney

Attest:



By: Stephanie Lopez, City Clerk

APPROVED AS TO FORM:

By: Counsel for the Foundation



**Approval to Accept an Update of the Four-Part Strategy to Create a Veterans One Stop Facility, Approval to Enter into a Memorandum of Understanding between the County of Stanislaus, City of Modesto and Veterans Foundation of Stanislaus County, Approval to Issue a Request for Proposals for the Provision of a Veterans Center Facility, and Related Actions**

Stanislaus County  
Board of Supervisors

September 22, 2015  
Item B-8



***“The Willingness of America’s Veterans to Sacrifice For  
Our Country Has Earned Them Our Lasting Gratitude”***

***-- Jeff Miller***





# Patricia Hill Thomas

Chief Operations Officer  
Stanislaus County



Alone we can do so little; together we can do so much. —Helen Keller



Stanislaus County Board of Supervisors

Stanislaus County Veterans Commission

Veterans Commission Facility Sub-Committee

Veterans Organizations throughout Stanislaus County

Veterans Foundation of Stanislaus County (New Non-Profit)

City of Modesto and Modesto City Council

Area Agency on Aging and County Veterans Office

*Support Programs:*

Community Services Agency and

Behavioral Health and Recovery Services

*...and more*





Alone we can do so little; together we can do so much. —Helen Keller

### *Creating Together*

#### **A most unique public private partnership**

- Local government and a non profit created to support veterans
- Allied partner agencies to maximize services for the Veterans population
- A one stop shop—Veterans Service Center
- 10 Year Lease
- Repurposing Private Property
- Creating Jobs for is Renovation
- County Programs with Veterans Hall and Meeting Space
- City, County and Non-profit Funding the Veterans Hall
- County funding County Program Space

### *Making a Difference Together*



# History and Vision of the Veterans Center Concept

- In Lieu of seeking voter approval to create a Veterans Memorial District, the Board of Supervisors Established the Veterans Advisory Commission on April 3, 2012 and Directed County Staff to Work with Veterans
- The Newly Formed Veterans Advisory Commission established four primary goals:
  1. Create a Veterans Center Facility
  2. Education and Job Placement for Veterans
  3. Provide Outreach to Veterans Countywide
  4. Provide Transportation for Veterans in Need



# Veterans Center Concept

- In the Commission's first year, the Facilities Committee worked to update and verify needs of veterans and to refine the facility concept

The Needs Assessment confirmed that many separate services are available to Veterans by various providers, but that a central place for information, referral and activities is needed to connect veterans and their families with services that are needed.



# Veterans Center Concept

- A facility concept was developed in response to the Needs Assessment:
  - Shared use space by all Veterans Groups to bring supportive services and programs for Veterans together at a single location.
  - Assembly/meeting facilities also useful for events and rental use; with a kitchen, shared offices, smaller meeting rooms and storage space.





# Veterans Center Concept

- Assembly Hall for up to 500 persons (300 at tables)
- Adjacent Veterans services functions:
  - Stanislaus County Aging & Veterans Services Offices
  - Other Related County Services (CSA; Behavioral Health)
  - Shared use by other support functions:
    - Assistance with Veterans Benefits
    - Education and Training for Veterans
    - Job Placement; Housing;
    - Assistance with Medical Benefits and Referral Services



# Veterans Center Facility

## Veterans Hall

20,000 sq. ft.

Assembly Hall for up to 500 persons (300 at tables)  
Shared Meetings and Office Space

## Stanislaus County Aging and Veterans Services Office 9,500 sq. ft.

General office space for the County Aging and Veterans Services offices, reception, dedicated meeting and staff services areas

## Stanislaus County Related Services Office

35,000 sq. ft.

General office space for the Community Services Agency In Home Supportive Services, Adult Protective Programs and Behavioral Health and Recovery Services divisions



# Veterans Facility Strategic Plan (Four-Part Strategy)

- By Fiscal Year 2013-2014, the Commission and the Facilities Committee developed a planning strategy to achieve the facility objective.
- Strategy was Adopted by the Board of Supervisors on July 15, 2014.
  1. Create a Non-Profit Entity to Accept Contributions
  2. Seek Other Fund Raising and Grant Opportunities
  3. Create a Sustainable Financial Model
  4. Request Proposals to provide a Veterans Center



# 1. Create a New Non Profit Entity to Accept Donations

- The Commission established an Ad Hoc Committee to create a new non-profit entity for the sole purpose of accepting contributions and supporting the proposed Veterans Center Facility.
- The **Veterans Foundation of Stanislaus County** was established and has received federal public benefit non-profit status.
- The Charter, Rules and Officers of the independent VFSC Board have been created – Not affiliated with Stanislaus County.
- The VFSC will be an integral partner in the funding, operation and maintenance of the proposed Veterans Center Facility.





## 2. Seek Other Fund Raising and Grant Opportunities

- In the Summer of 2014 the County issued a Request for Proposals for a professional grant writer to research funding opportunities.
- An application for one grant opportunity for operational support from the Union Pacific Foundation has been submitted – the result is expected be known in February 2016. Others may be possible in the future.



### 3. Create a Sustainable Financial Model

- A stakeholder team of County Staff, Veterans Advisory Commissioners, Veterans Foundation and City of Modesto representatives created a “pro forma” to define the projected scope, cost and funding sources for a new Veterans Center Facility.
- The team recognized that the long-term success of a facility effort will depend on an aggressive and on-going fund raising campaign by the Foundation. A ten-year lease with tenant improvements will provide time to raise funds for a permanent facility acquisition in the future.



### 3. Create a Sustainable Financial Model

- The proposed contribution by Stanislaus County will include:
  1. The value of rent expenses offset by relocation from the existing Aging & Veterans Services leased space (\$113,530 annually.)
  2. Proceeds from the sale of the Medical Arts Building over the 10-year lease term (\$1,000,000 total.)
  3. An annual \$100,000 contribution from the County General Fund.
  4. CSA and Behavioral Health will contribute actual costs for rent, improvements and operations they use (\$707,294 annually.)
- Event rental revenues of at least \$50,000 annually are assumed.



### 3. Create a Sustainable Financial Model

- The proposed contribution by Stanislaus County will also include the donation of kitchen equipment from the former Juvenile Hall kitchen (replaced by the Juvenile Commitment Center kitchen in 2013.)
- Stanislaus County will be the lead agency, working with the Foundation and City of Modesto, to seek competitive proposals for a facility lease.
- Per Government Code 6505, the County will be accountable for all funds for the project.





### 3. Create a Sustainable Financial Model

- Stanislaus County will provide furnishings for the collocated County departments and functions.
- Stanislaus County will execute one or more leases for County department operations and, if necessary, co-sign a lease on the Veterans Hall portion of the facility with the Foundation.
- All parties will continue to seek broad support, including participation and investment in the Center, with other public and private contributors, grants, and property owners.



## 4. Request for Proposals to Provide the Veterans Center

- Stanislaus County, working with the Stakeholder Team, will issue a Request For Proposals (RFP) to interested developers and property owners for a lease of the Veterans Center Facility.
- The RFP will competitively seek creative opportunities for lease terms over ten years with lease extension options, donation opportunities, an option to purchase and other potential features.
- The RFP will allow flexibility for Proposers to imagine this beneficial use within many existing, local properties in innovative ways.



## 4. Request for Proposals to Provide the Veterans Center

- The RFP will seek 30,000 to 65,000 square feet:
  - Within the City of Modesto
  - Near public transportation access
  - In a safe, well-lit area with adequate parking
  - To encourage Owner-provided tenant improvements
- If approved, the RFP will be issued this Fall with proposals due in December. A recommendation for a successful proposal will be returned to the Board of Supervisors for consideration in early 2016.
- If a 65,000 sq ft facility is not found, the 30,000 square foot facility will be the minimum requirement.



# Memorandum of Understanding (MOU)

- A Memorandum of Understanding (MOU) has been prepared for the three primary Partners' consideration:
  - County -- City of Modesto – Veterans Foundation
- The MOU provides for the responsibilities of each of the Partners.
- Defines the 10 year Period of this Agreement
- Foundation consents to a 10 year use of facility in response to Military and Veterans Code 1266 allowing for planning for long-term facility needs.
- Contemplates a Facility Operating Agreement with a Final Proposal is Selected
- Shows the Estimated Size and Cost of the Proposed Leased Facility.





# Memorandum of Understanding (MOU)

- The MOU provides for the responsibilities of each of the Partners..
- Defines the 10 year Period of this Agreement.
- Contemplates a Facility Operating Agreement with a Final Proposal is Selected.
- Shows the Estimated Size and Cost of the Proposed Leased Facility.





# Becky Crow

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Executive Director  
Veterans Foundation of Stanislaus County





# Veterans Foundation of Stanislaus County

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Ray Alli, Chair  
Michael Pelucca  
Dr. Tom Watling  
Ron Martin  
Bill Shanahan  
Ben Williams



# Staff Recommendations

1. Accept the update on the four-part strategy to create a Veterans One-Stop Facility within Stanislaus County.
2. Approve the Memorandum of Understanding (MOU) between County of Stanislaus, City of Modesto and Veterans Foundation of Stanislaus County to create a Veterans Center Facility, and authorize the Chief Executive Officer to execute the MOU.
3. Authorize the Project Manager to issue a Request for Proposals to private property owners to seek proposals for a leased facility for a 10 year period.







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*Questions?*



