



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Los Angeles River Center and Gardens
570 West Avenue Twenty-six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944 Fax (323) 221-9934

**REQUEST FOR PROPOSALS – FACILITY LEASE MANAGEMENT SERVICES
FOR THE LA RIVER CENTER & GARDENS, LOS ANGELES
October 18, 2021**

The MRCA requests proposals for Facility Lease Management Services for publicly owned office buildings. The MRCA seeks to enter into a long-term agreement with the selected company that will provide lease management services and must work cooperatively with the MRCA's staff and consultants to manage the leases. Ideal candidates must have prior experience providing lease management services for similarly-sized properties. The Los Angeles River Center and Gardens are located at 570 W. Avenue 26, Los Angeles, CA 90065. The facility is approximately +/-300,000 square feet and includes (5) buildings and (7) tenants. The various uses of the facility are further defined below in Attachment 1 – Property Information.

The company selected is expected to provide lease and tenant management services. The work includes but is not limited to facilitating leases for our current and future tenants, updating current out-of-date leases with applicable terms at market rent rates, serve as the primary point of contact with tenants, including coordination with tenants regarding building repairs or maintenance requests. The company is expected to have knowledge and understanding of the relevant and current lease management laws and operations in California.

Location: 570 W. Avenue 26, Los Angeles CA 90065.

Contact: Jocelyn Benavidez, Jocelyn.Benavidez@mrca.ca.gov, (323) 221-9944 ext.129
570 West Avenue 26, Suite 100 Los Angeles, CA 90065

Site Access: Site visits are encouraged to all potential respondents. Prior arrangements must be made with the contact listed above.

Attachments: This RFP consists of this memo and the following attachments:

- 1) Property Information
- 2) Proposal Requirements

Questions: Direct all questions to the contact listed above by October 25, 2021.

All clarifications made by the MRCA will be sent by 5:00 PM on November 1, 2021 to all who have registered with the contact above.

Proposal Submittals: Submit an electronic PDF file (preferred) via email by **November 8, 2021**, to the contact above.

Selection: Selection will be based on the responsiveness and the value of the proposal.

BACKGROUND

The Los Angeles River Center and Gardens are located near the confluence of the Los Angeles River and the Arroyo Seco, close to Elysian Park and downtown Los Angeles. Its beautiful mission-style grounds and conference facilities serve as a focal point for the renewal of the Los Angeles River, and a prime location for community gatherings, educational conferences, and special events.

In addition to the beautiful gardens at the Los Angeles River Center, visitors can enjoy an exhibit hall that celebrates the eleven miles of natural river where reeds, willows, mulefat, and native riparian plants have returned. The self-guided exhibit describes the history of the Los Angeles River, its current status, and a vision for the River's future. Located in the California Building, the exhibit hall is open Monday through Friday, 9 a.m. to 5 p.m., although it may be closed to the public for private events.

At the northern end of the River Center grounds, the River Garden Park serves as an entry point to the River Center by foot or bicycle and adds much-needed green space to the local community. The River Garden Park draws upon the Los Angeles River for its design elements and organization. Park amenities include park benches, a picnic table, and a lawn area.

The River Center is at the confluence of several bicycle trails near the River and downtown Los Angeles. The River Center's self-serve bicycle staging area provides bicyclists with a drinking fountain, a repair station, and a tire pump to handle basic bicycle maintenance, as well as bicycle racks, a picnic table, a sitting area, and a family restroom.

The River Center houses executive offices for the Santa Monica Mountains Conservancy and Mountains Recreation and Conservation Authority as well as nonprofit organizations concerned with greening the Los Angeles River including Friends of the Los Angeles River (FOLAR), Mujeres de la Tierra, Northeast Trees, LA Works, and the National Parks Service Rivers, Trails and Conservation Assistance Program.

SCHEDULE

MRCA seeks to enter into an agreement for 3 - 5 years, with an option to renew.

ABOUT MRCA

The Mountains Recreation and Conservation Authority (MRCA), established in 1985, is a local government public agency exercising joint powers of the [Santa Monica Mountains Conservancy](#), the [Conejo Recreation and Park District](#), and the [Rancho Simi Recreation and Park District](#) pursuant to Section 6500 *et seq.* of the Government Code.

The MRCA is dedicated to the preservation and management of local open space and parkland, watershed lands, trails, and wildlife habitat. The MRCA manages and provides

ranger services for almost 75,000 acres of public lands and parks that it owns and that are owned by the Santa Monica Mountains Conservancy or other agencies. The MRCA works in cooperation with the Conservancy and other local partners to acquire parkland, participate in vital planning processes, complete major park improvement projects, and provide education and interpretation programs for the public.

EVALUATION

Proposals will be evaluated for their relative strengths and weaknesses based on the submission requirements and criteria described herein. In addition, proposals will be reviewed for completeness, as well as the ability of the respondent to undertake the proposal. Proposed deviations from the RFP requirements will be noted and taken into consideration.

The information provided in response to the above requirements will be the basis for evaluation. MRCA reserves the right to request clarifications. Failure to provide this information or the inclusion of any conditions, limitations, or misrepresentations may adversely affect the evaluation of your proposal. MRCA may contact other parties to verify the experience and capabilities of the prospective firm, whether the reference is listed in the proposal, and take any other information into account in its evaluation of the responses. The Executive Officer of the MRCA reserves the right not to award any contract.

All respondents will be required to represent and warrant that they, he, she, or the officers, directors, and/or employees of bidder are not related by blood or marriage to any member of the governing boards of the Santa Monica Mountains Conservancy, the Santa Monica Mountains Conservancy Advisory Committee, the Mountains Recreation and Conservation Authority, or any other joint powers authority for which the Santa Monica Mountains Conservancy is a constituent member, or to any officer, director or staff member with discretion over the contract of any of the aforesaid public agencies. "Related by blood or marriage" is defined as being a parent, child (including stepchildren), sibling, grandparent, grandchild, aunt, uncle, niece, nephew, spouse, domestic partner, father-in-law, mother-in-law, sister-in-law, or brother-in-law. The MRCA reserves the right to immediately cancel any contract entered if it discovers a breach of this warranty and representation. Consultant shall be liable for all damages sustained by the MRCA as a result of the breach.

Attachment 1 – Property Information

BUILDING INFORMATION AND USES

The facility is approximately +/-300,000 square feet and includes the gardens, a river garden park, (5) buildings, a ranger’s residence, a futsal court, two courtyards, and a parking lot. The facility is in the Cypress Park community, it is near the Los Angeles River Greenway; and has significant public use. There are currently seven (7) tenants, not including MRCA.

BUILDINGS

- California Building:** Two-story building. Uses include office spaces, museum space, an atrium for events or meetings, kitchen prep. area, Los Feliz conference room, and restrooms on both floors.
- Sierra Madre Building:** Two-story building. Uses include office spaces, two conference rooms, a small kitchen area, an elevator, and a lift. The restroom is on the 1st floor.
- San Fernando Building:** One-story building. Uses include office spaces, small kitchen preparation area, and restrooms.
- Barbacoa/Verdugo Building:** One-story building. Uses include office spaces, kitchen preparation areas, and restrooms.
- MRCA Building:** Two-story building. Uses include office spaces, two kitchen preparation areas, loading dock, warehouse, and restrooms on both floors.
- Ranger’s Residence:** Residential trailer is occupied by MRCA staff, it includes two rooms, one restroom, and a kitchen.

Attachment 2 – Proposal Requirements

Please provide the following information in your proposal:

1. Cover letter including the following information:

- a. State legal name of the entity that would be entering into the agreement. The letter shall be signed by an authorized officer.
- b. Provide full contact information for the authorized officer and, if different, the day-to-day contact person.
- c. Note any certifications as a disadvantaged business enterprise.
- d. Describe all prior involvement with MRCA projects or operations by the firm and/or key personnel, if applicable.
- e. Provide at least three references. At least one reference shall demonstrate financial capacity to carry out the proposal.

2. Proposal (Narrative)

- a. Indicate your approach and understanding of the services and duties.
- b. Bid amount with details explaining specific costs for services, billing, and payment terms that would apply.
- c. Company's proposed term length.
- d. Other information. Note any deviations from the requirements stated in the RFP.

*All proprietary or confidential information shall be identified by the respondent.

3. A copy of the respondent's standard professional services contract.