TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER DEPARTMENT: ADMINISTRATIVE SERVICES

DATE: OCTOBER 17, 2005 CMR: 401:05

SUBJECT: AUTHORIZATION TO ACCEPT TWO LATE SUBMITTALS IN RESPONSE TO THE REQUEST FOR STATEMENTS OF INTEREST (SOI) AND QUALIFICATIONS FOR THE DEVELOPMENT OF A TURN-KEY POLICE BUILDING PROJECT

RECOMMENDATION
Staff recommends that Council authorize the City Manager to accept two SOI responses submitted five and ten minutes past the deadline.

BACKGROUND
As a result of changes to code and regulatory requirements, the current Police Building does not meet current seismic, accessibility and regulatory codes. In May 2005, Council directed staff to evaluate a local developer’s plan for the construction of a Downtown Police Station and compare it to the current estimates to renovate the existing site. At its August 8, 2005 meeting, the Council directed staff (CMR 349:05) to issue a request for SOIs to determine whether other feasible site options exist for development of a police safety building and to enable staff to explore interest of qualified developers.

DISCUSSION
On August 31, 2005, staff issued the SOI for the development of a turn-key Police Building Project: Site and Development Capability. On September 1, 2005, staff amended the deadline date to 3:00 pm Tuesday, October 4, 2005. The original Request included the following language: “No late submittals will be accepted and will be returned unopened.” This is standard language included in Request for Proposals (RFP) and Invitation For Bids (IFB) as part of the City’s formal solicitation process. Two responses to the SOI request were delivered just past the 3:00 pm deadline. They were received five and ten minutes past three on the due date. The SOI process is an informal process to assist the City to learn about potential feasible sites and developers for the police safety building. Therefore, staff is recommending that Council authorize the City Manager to accept the two minimally late SOI’s. Having the additional information will allow staff to make a more comprehensive evaluation of the possible police safety building options. In addition, accepting the late SOI’s does not result in an advantage or
disadvantage to any potential developer since it is a Statement of Interest and Qualification process only.

**RESOURCE IMPACT**
There is no resource impact at this point of the process.

**POLICY IMPLICATIONS**
There is no policy impact as a result of this recommendation.

**ENVIRONMENTAL ASSESSMENT**
This action does not constitute a project under the California Environmental Quality Act (CEQA); therefore, no environmental assessment is required.

PREPARED BY:  
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