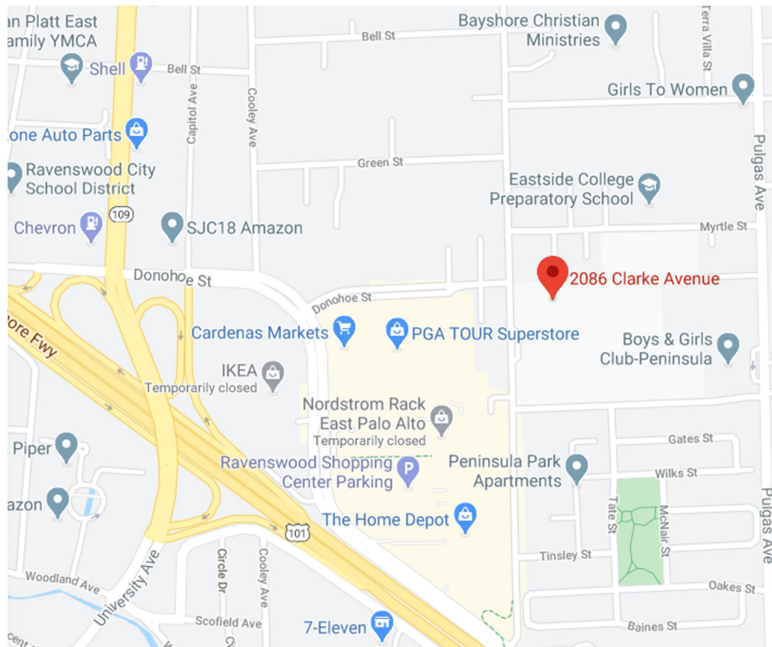


REQUEST FOR PROPOSALS for the lease of Brentwood Academy Ravenswood School District

2086 Clarke Street, East Palo Alto, CA 94303



The Ravenswood City School District (RCSD) in San Mateo County is a unique academic environment that draws from the culturally rich communities of East Palo Alto and eastern Menlo Park. The ethnic make-up of the population is predominantly Hispanic (80%), African American (9%), Pacific Islander (12%) and other (4%). RCSD serves some 2,200 students in kindergarten through eighth grades in six schools that includes one middle school, one dual immersion academy and four schools that include TK through 5th grade. The district has embarked upon an aggressive initiative to improve the educational opportunities provided for students and their families. This Journey to Excellence strives to improve the academic, social, and overall health and economic conditions for the entire Ravenswood community.

The Board of Trustees of the Ravenswood City School District (the "District") took action in January 2020 to close two elementary schools in response to budget challenges attributable to declining enrollment. The two factors that weigh most heavily on the declining enrollment numbers are the rising housing costs, which has resulted in families leaving the area, and the establishment of a second K-8 charter school in the community. One of the closed schools, Willow Oaks, has been offered to the charter school to fulfill the district's obligation to provide adequate space under Proposition 39. The other closed school, Brentwood Academy, will be leased in order to provide a much needed ongoing revenue stream to help sustain district programs and services.

The Board of Trustees has authorized the release of the following Request for Proposals for the lease of the Brentwood Academy. On March 12, 2020, the Board of Trustees took action to declare Brentwood Academy surplus based on the recommendation of the 7/11 district advisory committee that examined enrollment trends and current and projected site capacities. In order to provide the District with the greatest possible flexibility in the process of leasing surplus property on a long-term basis, the District has applied to the State Board of Education for a waiver of certain Education Code requirements. If approved, the waiver will apply to Education Code sections 17472, 17473, 17474, 17485, 17486, 17487, 17488, 17489, 17490, 17491, 17492, 17493, 17494, 17495, 17496, 17497, 17498, 17499, 17500, and to portions of sections 17475, 17455, 17466, 17469, and 17475. The CDE staff have informed the district that the waiver will be considered by the State Board of Education at its meeting on July 8, 2020, and upon its approval, will authorize the District to negotiate long-term lease proposals.

Brentwood Academy

2086 Clarke Street, East Palo Alto, CA 94303



Brentwood Academy is part of a 17.5 acre property that also includes Los Robles-McNair Dual Immersion Academy on the Pulgas Avenue side, the Boys and Girls Club (corner of Pulgas and O'Connor), a well maintained grass field open to school use during the day and community use after hours, a county office of education pre-school on O'Connor, and the Primary School (corner of Clark and O'Connor).

The area that defines the Brentwood campus (5.38 acres or 234,177 square feet) is outlined in black and represents the area and facilities that are available for lease. The leasee will have non-exclusive access to the field during school hours. There is a total of 36,570 square feet of buildings (inclusive of main buildings and portables) on the Brentwood campus. There are 25 classrooms within the buildings and an additional 15 portables located in the rear of the campus. The current square footage for office/administration is 2250 square feet. The fenced in Kinder play area is 13,607 square feet. A total of \$1,741,944 in bond improvements have been done at the site since 2015. They include:

- New elementary playground
- New kinder playground and ADA accessibility to kinder classrooms
- All roofing with the exception of the kinder building
- Sewer modifications
- IT Improvements

The proposed lease term is ten (10) years, but this lease will be specifically contingent upon the District receiving approval of its waiver request.

Prospective tenants will be required to obtain any and all necessary use permits and other regulatory approvals from the City of East Palo Alto and other regulatory bodies. This process will assure that impacts on neighbors such as traffic, parking, etc. are appropriately reviewed and considered. Playgrounds on the property must continue to be available to the public for recreational purposes during specified times during the week. In addition, tenants will be expected to abide by all applicable local, state, and federal non discrimination laws, policies and regulations.

INQUIRIES

The District will only consider a lease of the entire 5.38 acre school property. All inquiries associated with the property should be directed to:

Jim Lianides
Interim Chief Business Official
jlianides@ravenswoodschools.org
650-787-8561

REQUEST FOR PROPOSALS PUBLIC SCHOOL BUILDING FOR LEASE

SUBMITTAL OF LEASE PROPOSALS

All proposals must contain proposed lease terms and documentation of financial responsibility (detailed below). Proposals must be submitted electronically - with the identification of the Property and the name of the person or entity submitting the proposal - to:

Ms. Gina Sudaria
Superintendent
Ravenswood City School District
2120 Euclid Ave, East Palo Alto, California 94303
gsudaria@ravenswoodschools.org

Ravenswood City School District reserves the right to accept proposals, or to reject all proposals, at its sole discretion.

The deadline to submit a proposal is Monday, June 8, 2020 by 5:00 PM.

The district expects to select the prospective lessee within a week of the submittal deadline and will enter into negotiations with the prospective lessee with the goal of completing the contract by the date of the State Board of Education meeting (July 8, 2020). Assuming the waiver is approved, the contract will be brought to the Board of Trustees for approval soon thereafter thereby making the site available for occupancy beginning in August.

MINIMUM LEASE TERMS

Prospective Lessees will enter a lease containing the following minimum terms and conditions and all proposals must address these lease terms and conditions:

1. The district will only consider a lease for the entire 5.38 acre site and will not consider a partial lease of selected classrooms or spaces.
2. The Lease will be an Absolute NNN/Bonded Lease: No landlord responsibilities. Tenant is responsible for all utilities, taxes, insurance, maintenance and capital improvements and reserves including, but not limited to, roof, external parking lot and hardscape, painting (interior and exterior), etc.
3. Lease period will be a maximum of ten (10) years ("Base Term") with options to renew (subject to negotiation and District approval). Included in the process of renewal will be a re-benching of the lease amount based on market conditions at the time of renewal.
4. The Rentable Building Square Footage for Brentwood Academy is 36,570 SF
5. Proposer must be deemed responsible in order to be considered as a lessee.
6. Lease proposals shall include the right of the proposer to work with District staff to conduct appropriate due diligence on the Property. With this said, the lease of the Property is to be "as is" without warranties or representations, express or implied, concerning the suitability of the Property for the proposer's intended use except as expressly stated in the Lease, and will require Lessee to be responsible for any required ongoing maintenance, capital improvements and reserve costs.
7. Playgrounds on the property must continue to be available to the public for recreational purposes during specified times during the week.
8. Lessee alterations or improvements to the Property are subject to the consent of the Owner, with such consent not to be unreasonably withheld. Any alteration or improvement will also be subject to DSA (Department of State Architects) approval if the project meets the criteria for review.

9. Payment Provisions: (Proposer to input proposed lease rates, etc.)
- a. RENT: Annual absolute net rent (meaning tenant pays all costs related to the property) shall be \$_____ for all buildings totaling 36,570 square feet or \$_____ / square foot of space.
 - b. Annual rent increases shall be proposed by the respondent.

All proposers are encouraged to provide documentation showing that they have the financial ability to timely make lease payments, and meet the other financial obligations concerning the maintenance of the Property as set forth in the lease proposal. The financial documentation is one important factor in determining whether a proposer is a "responsible proposer".

Documentation of financial responsibility shall include the following, at a minimum:

1. Financial statements for the past three (3) years.
2. A minimum of one (1) letter of reference from a major bank or lending institution.
3. A statement describing any and all litigation in which the entity and its principals have been involved during the past five (5) years, as well as any litigation which is pending or threatened against the entity and principals, and known to the entity based on its reasonable inquiry.
4. A statement regarding any past or current bankruptcies involving the entity, the principals, or any sub-entity.
5. All documentation of financial responsibility shall be submitted with the proposal at the same time as the proposed lease terms.
6. The Owner reserves the right to perform a background or credit check on any entity or principals.
7. This proposal is made directly to interested tenants or principals. The District shall not pay a real estate commission to a tenant's / principal's broker.

Additional information may also be requested.

In selecting proposers, if any, with whom the District will enter into leases pursuant to this Request for Proposal, the District may consider a range of factors, including the financial terms offered; the experience, expertise and professional qualifications of the proposer team; the nature, scope and extent of impacts of the proposed use; and other appropriate criteria.

While the information contained herein has been provided in good faith and in an effort to provide prospective buyers with relevant property data, it should not be considered a substitute for a thorough due diligence investigation. The district will make available all records it possesses regarding the property, conditions, and maintenance to any prospective proposer.