

Exhibit A



**CITY OF MISSION VIEJO**  
**ANNOUNCES**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**LEASE OF THE**  
**THOMAS R. POTOCKI**  
**CONFERENCE CENTER**

**PROPOSAL DUE**

**4:00 P.M., TUESDAY, NOVEMBER 4, 2003**

January 22, 2008

**TO:** Potential Proposer

**RE:** Request for Proposal for the Leasing of the  
Thomas R. Potocki Conference  
Mission Viejo, California

The City of Mission Viejo is soliciting Requests for Proposals (RFP) for the Leasing of the Thomas R. Potocki Conference Center. The Thomas R. Potocki Conference Center is a city owned facility located in a park/sportsfield setting at 27301 La Paz Road, Mission Viejo, CA 92692. The facility is 5,000 square feet with a lobby/reception area, four meeting rooms, restrooms, kitchen, storage closets and a landscaped patio.

Please submit your proposal by **4:00 p.m., Tuesday, November 4, 2003** to:

**Renee Beach, Community Services Manager  
City of Mission Viejo  
Recreation & Community Services Department  
200 Civic Center  
Mission Viejo, CA 92691**

An optional facility inspection is scheduled for **Tuesday, October 7, 2003** beginning at 10:00 a.m. I look forward to receiving your proposal for the leasing of the Thomas R. Potocki Conference Center. If you should have any questions, you may reach me at (949) 470-3061.

Renee Beach  
Community Services Manager

CITY OF MISSION VIEJO  
REQUEST FOR PROPOSAL  
LEASING OF THE  
THOMAS R. POTOCKI CONFERENCE CENTER

**I. General Information**

A. Introduction

The City of Mission Viejo is soliciting Requests for Proposals (RFP) for the Leasing of the Thomas R. Potocki Conference Center. The Thomas R. Potocki Conference Center is a city owned facility located in a park/sportsfield setting at 27301 La Paz Road, Mission Viejo, CA 92692. The facility is 5,000 square feet with a lobby/reception area, four meeting rooms, restrooms, kitchen, storage closets and a landscaped patio.

B. Background

The facility was built in 1993 as a Training Center for the United States Men's National Soccer Team in preparation for the 1994 World Cup Soccer competition. In addition to the Training Center building, two regulation size soccer fields were also built adjacent to the Training Center. Following the 1994 World Cup Soccer series, the U.S. Men's National Soccer team relocated to another state and the facility was leased to various sports organizations for several years.

The City of Mission Viejo remodeled the facility and the Thomas R. Potocki Conference Center was dedicated as a conference facility on June 21, 2001. The facility was created to offer businesses, nonprofit organizations, public agencies, and private individuals a place in which to hold meeting, conferences, retreats, seminars and social events.

C. Conference Center

The Conference Center features a lobby and reception area, four meeting rooms, a kitchen, storage closets and a landscaped patio. There are 29 parking spaces (including 4 handicapped) in the upper parking lot and 64 parking spaces in the lower parking lot.

1. Room A

Room A is 640 square feet and can comfortably accommodate up to 64 people. The room is adjacent to the kitchen.

2. Room B

Room B is 522 square feet and can comfortably accommodate up to 53 people.

3. Room C

Room C is 325 square feet and can comfortably accommodate up to 32 people.

4. Room D

Room D is 252 square feet and can comfortably accommodate up to 10 people.

D. Park/Sportsfield (World Cup Soccer Fields)

The World Cup Soccer Fields consist of two regulation size soccer fields. The soccer fields are located adjacent to the Conference Center. A patio separates the Center from the Soccer Fields. **The World Cup Soccer Fields will not be part of the contract.**

E. Parking

1. Description

The parking is divided into the upper and lower parking lots. The **upper parking lot**, which is adjacent to the Thomas R. Potocki Conference Center, has 29 parking spaces (including 4 handicapped). The **lower parking lot** has 64 parking spaces.

2. Use of the Parking Lot

The organization/business have primary use of the upper and lower parking lot when soccer/events are not scheduled. Soccer is usually scheduled weekdays from 4:00 p.m. – 11:00 p.m. and all day on weekends. Shared use of the parking can occur during soccer time. The City could assist with possible parking restrictions in the upper parking lot for the organization/business.

## II. LIMITATION ON PROPOSALS

This Request For Proposals does not commit the City of Mission Viejo to award a lease agreement, or to pay any cost incurred in the preparation of a proposal in response to this request. At this time there is no commitment on the part of the City of Mission Viejo to award a lease agreement for the Thomas R. Potocki Conference Center. The lease agreement is for the Thomas R. Potocki Conference Center only, not the World Cup Soccer Fields.

### III. LEASE AGREEMENT

The Lease Agreement is negotiable including the type of lease (gross or net), utilities, landscaping, repairs, etc. However, the City would prefer that the lessee be responsible for the utilities and maintenance costs.

### IV. INDEMNIFICATION AND INSURANCE

#### A. Indemnification

The organization/business will agree to defend, indemnify, protect and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, demands, losses, defense costs or expenses, or liability of any kind or nature which the City, its officers, officials, employees, and volunteers may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of the organization's/business's negligent or wrongful acts or omissions in performing or failing to perform under the terms of the Agreement, excepting only liability arising out of the negligence of the City.

#### B. Insurance Requirements

The organization/business shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the lease Agreement by the organization/business, its agents, representatives, or employees. Total limits shall be no less than **\$1,000,000.00** per occurrence for all coverages and **\$1,000,000.00** general aggregate.

### V. PROPOSAL REQUIREMENTS

- A. Proposal must be submitted in 8-1/2 x 11 format (foldouts are acceptable).
- B. Submit (2) copies of the Proposal.
- C. Proposals must be received by the City no later than **Tuesday, November 4, 2003, at 4:00 p.m.** Proposals shall be addressed to:

**Renee Beach, Community Services Manager  
City of Mission Viejo  
Recreation & Community Services Department  
200 Civic Center  
Mission Viejo, CA 92691**

- D. Additional information may be obtained by contacting Renee Beach, Community Services Manager (949) 470-3061.
- E. All reports and items prepared under the contract become sole property of the City of Mission Viejo and may not be reproduced without written permission.

**VI. PROPOSAL FORMAT**

The following is a list of items that must be included as a minimum within the submitted proposal and organized in the following sequence:

A. Description of the Organization/Business

Provide a description of your organization/business. Include the experience of the organization/business with projects of similar scale, complexity, and budget. Provide a listing of the location(s) where your organization/business currently conducts business.

B. Proposed Use of the Thomas R. Potocki Conference Center

Describe the intended use of the Thomas R. Potocki Conference Center. Include the days of operation, the time of operation, the use of the facility, the type of clientele, etc.

Describe how the organization/business could co-exist with the described use of the World Cup Soccer Fields.

C. Proposed Monthly Fee

Proposers are required to submit a minimum proposed monthly lease fee. Provide a description and justification for the proposed monthly lease fee. In addition, please describe whether or not the lessee is proposing to cover additional costs including utilities, maintenance and repairs, landscaping, etc.

**VI. PROPOSAL SCHEDULE**

|                        |   |
|------------------------|---|
| Facility Inspection    | Tuesday, October 7, 2003 – 10:00 a.m.   |
| Opportunity (optional) | Thomas R. Potocki Conference Center<br>27301 La Paz Road, Mission Viejo, CA 92692 |

**Proposals Due**

**4:00 p.m. Tuesday, November 4, 2003  
Renee Beach, Community Services Manager  
City of Mission Viejo  
Recreation & Community Services Department  
200 Civic Center  
Mission Viejo, Ca. 92691**

Community Services  
Commission Presentation TBA

City Council Awards  
Lease Agreement TBA

Lease Agreement  
Commences TBA