

# 1035 E MAUNA LOA AVENUE

AZUSA, CA

9.14 ACRES OF LAND  
AVAILABLE FOR SALE

RFP Release Date: May 13, 2024

Proposal Submittal Deadline *(via email)*: July 15, 2024 4:00 PM



REQUEST FOR PROPOSALS



DCG STRATEGIES

real estate. real solutions.



# PROPERTY SNAPSHOT

ADDRESS:	1035 E Mauna Loa Avenue, Azusa, CA 91702
LOCATION:	Corner of E Mauna Loa Avenue and N Calera Avenue
APN:	8628-004-900
ZONING:	INS: Institutional / School
LAND USE DESIGNATION:	Institutional / School
PARCEL SIZE:	9.14 acres
CURRENT USE:	Closed Elementary School

*Presented by:*



**DCG STRATEGIES**  
*real estate. real solutions.*

7600 Dublin Boulevard, Suite 275  
Dublin, CA 94568  
925-237-9059  
listings@dcgstrategies.com

# CALENDAR OF EVENTS

The tentative schedule of events, subject to change without notice, is as follows.

Request for Proposals (RFP) Advertised	May 13, 2024
Pre-Bidder’s Conference (attendance optional)	June 13, 2024 1:30 PM
Questions Due (must be in writing)	June 18, 2024 2:00 PM
Final Addendum/Responses Released (if applicable)	June 21, 2024
Proposal Submittal Deadline (via email)	July 15, 2024 4:00 PM
Evaluation Committee Review	August - September 2024
Interviews at District’s Discretion	TBD
Target Board Approval	September 2024

The RFP is available through the District’s website:  
<https://www.azusa.org/board-of-education/surplus-property-committee>.

Proposers are responsible for checking the District’s website for potential modifications to the RFP via posted Addenda. The District is not responsible for any misunderstanding of the RFP or non-responsive submission due to failure to check the website for updates or Addenda, and/or other information regarding the RFP. Failure to periodically check the District’s website for updates is at the proposer’s sole risk.

### Submission Deadline

The proposer must submit one electronic copy of their complete Proposal Package (in PDF format) to DCG Strategies at [listings@dcgstrategies.com](mailto:listings@dcgstrategies.com). This RFP will only be receiving electronic proposals. No other form will be accepted. All proposals must be received at or before **4:00 p.m. on Monday, July 15, 2024**, via email.

Proposal receipt time is determined by the official clock of DCG Strategies. Any proposals submitted after the deadline may not be considered.

The point of contact for all matters regarding the Property, including any questions regarding the proposer’s RFP submission, will be DCG Strategies. All correspondence regarding the RFP process, including submission of questions, **must be in writing by email** to DCG Strategies at [listings@dcgstrategies.com](mailto:listings@dcgstrategies.com).

### Pre-Bidder’s Conference

A pre-bidder’s conference will be held virtually on Thursday, June 13, 2024 at 1:30 p.m. Attendance is optional. All proposers will be held to the same standard of having attended the pre-bidder’s conference regardless of actual attendance.

<https://us06web.zoom.us/j/84504151691>  
Meeting ID: 845 0415 1691 ; Dial In: (669) 444-9171

# EXECUTIVE SUMMARY

The Azusa Unified School District (the “District”) owns approximately 9.14 acres of real property located at 1035 E Mauna Loa Avenue in Azusa, California (the “Property”). The District is currently seeking proposals from qualified proposers to purchase the entire Property in its AS IS condition.

On August 8, 2023, the District’s Board of Education adopted a resolution to declare the Property as “exempt surplus land.” The District has completed all requirements under the California Surplus Land Act; the Property is designated as exempt surplus land. Furthermore, on March 12, 2024, the District’s Board of Education adopted a resolution authorizing approval for the District to seek a State Board of Education (“SBE”) waiver so that a Request for Proposals (“RFP”) could be issued.

In compliance with statutory requirements and the Board-adopted resolution, the District has offered the Property for sale to a number of designated agencies. The period in which agencies and other entities with statutorily preferential rights may make a priority offer for the Property has closed and the District now intends to extend its offer of the Property for sale to the public at large. In order to provide the District with the greatest possible flexibility in the process of selling surplus property, the District applied to the SBE for a waiver of certain Education Code requirements. If approved, the waiver will apply to Education Code sections 17472, 17473, and 17474, and to portions of Education Code sections 17455, 17466, 17468, 17469, 17470, and 17475.

It is anticipated that the waiver will be reviewed and approved by the SBE, which will authorize the District to accept a proposal in response to this RFP. However, this RFP is subject to the SBE’s approval of the waiver and any additional conditions upon the statutory sale of surplus property process disclosed therein. The District will review all proposals separately.

## Objectives

The District’s objectives for the sale of the Property are as follows.

- Prioritize Azusa Unified School District students’ access to the best facilities
- Maximize revenues to invest in modern facilities
- Develop strategies to bring in ongoing revenue and support District goals
- Collaborate and align goals with other local municipalities
- Support land use for a positive social impact.

## California Public Records Act

All proposals submitted in response to this RFP become the property of the District. The District shall hold each proposal confidential during its consideration and final acceptance of such proposals. However, after acceptance, all proposals are subject to the provisions of the California Public Records Act.

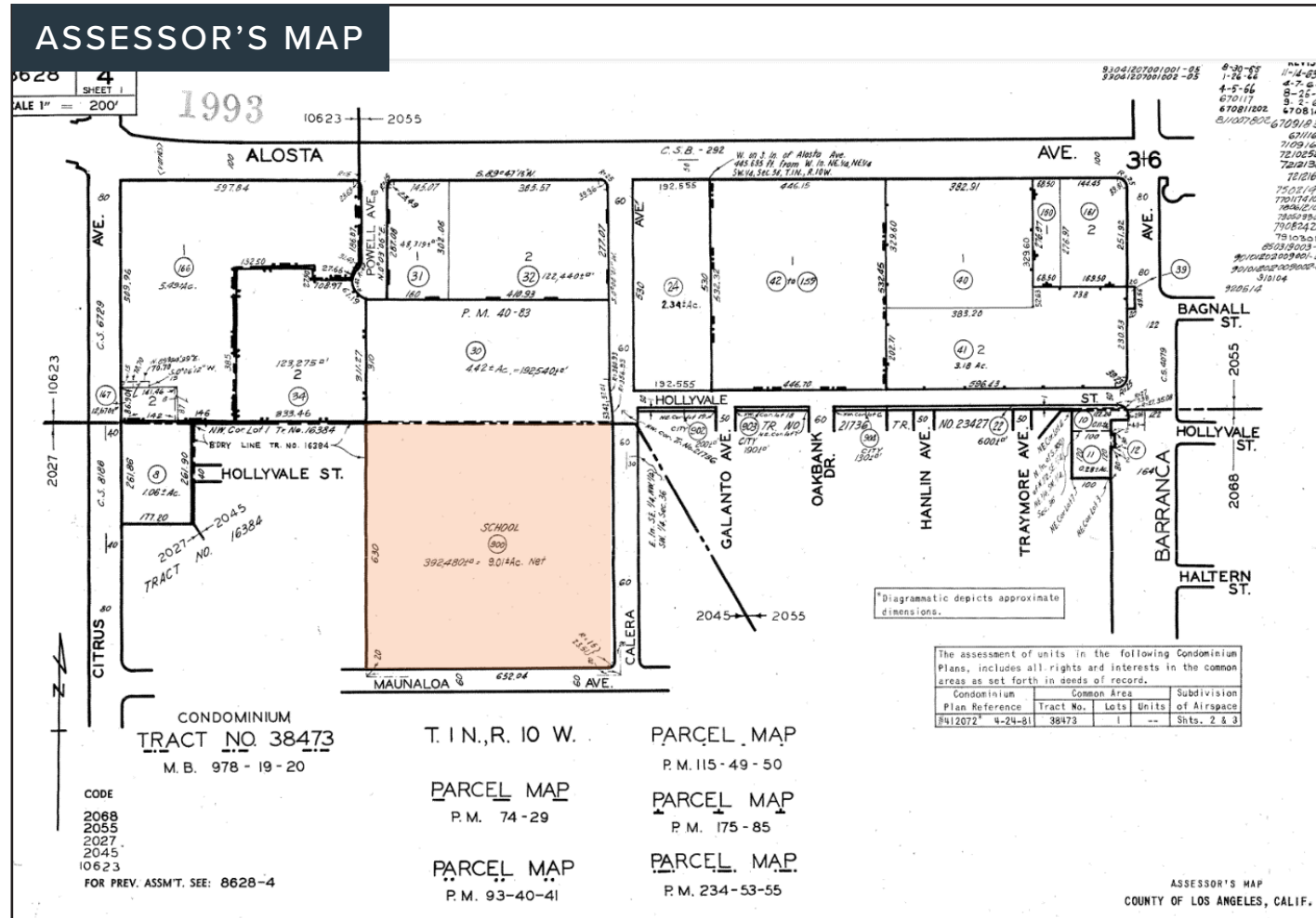
## Right to Reject

At any phase, the District reserves the right to terminate, suspend, or modify the proposal process, reject any or all submittals, and waive any minor irregularities in the proposal process.

*The District has engaged DCG Strategies, Inc. as their representative in releasing this Request For Proposals which seeks offers from prospective buyers to acquire the subject property.*

*The selected proposer will be responsible for the payment of all costs and expenses in connection with the project including, but not limited to: costs associated with securing necessary entitlements and environmental documentation; demolition, ground clearing, site preparation, and construction of new buildings; maintenance; underground utilities; insurance and taxes; permits and inspection fees; costs and mitigation fees associated with the development including school fees; and architectural, environmental, engineering, and other related work, if any.*

# EXECUTIVE SUMMARY



## Zoning – INS: Institutional / School

The Property is currently zoned “INS” for Institutional / School and is surrounded by Low Density Residential zoning to the north, east and south, and West End Light Industrial zoning to the west.

## Land Use Designation - Institutional / School

The Property is designated as Institutional / School within the Azusa General Plan.

## Environmental Constraints

No information on the environmental condition of the Property has been provided as of the date of this Request For Proposals. Environmental impacts could have significant implications for the development, value and/or use of the Property and, thus, should be a primary area of investigation for any prospective proposer.

1  
PARCEL

9.14  
ACRES OF LAND

INS  
ZONING

8628-004-900  
APN

CITY OF AZUSA  
JURISDICTION

# TRANSACTION STRUCTURE

Respondents should verify the potential viability of the proposed project with the governing jurisdiction prior to making a proposal for the Property. A sample Letter of Intent for purchase may include, but certainly is not limited to, the terms and conditions below.

## Sample Letter of Intent

The following terms and conditions are proposed for this purchase:

1. **Purchase Price:** \$\_\_\_\_\_, payable in full in cash at Closing, less deposits, as described below.
2. **Close of Escrow:** Shall occur on the earlier of (1) City Approval, or (2) \_\_\_\_\_ months from the Effective Date of the Agreement.
3. **Initial Deposit:** Buyer will make an initial deposit of \$\_\_\_\_\_ at the time mutual execution of a Purchase and Sale Agreement, which will be non-refundable and immediately released to the District, but applicable to the Purchase Price.
4. **Additional Deposits:** Buyer will make a series of additional deposits which will be released to the District as non-refundable, but applicable to the Purchase Price, unless the District is unable to deliver good title to the Property. Each deposit shall be subject to the Buyer's unilateral decision to proceed with the transaction. The deposit structure is as follows: \_\_\_\_\_ (describe amount and timing of deposits).
5. **Inspections:** Buyer shall be provided with the opportunity to conduct whatever physical inspections Buyer deems necessary subject to reasonable notice and noninterference with current users of the site. Buyer shall have the right to review any and all documentation, title reports, surveys, soil studies, and all other documents relating to the Property, and the District shall promptly deliver to Buyer copies of all such documents in its possession, custody, or control, subject to entry into a Purchase and Sale Agreement. District staff will cooperate in providing such information as Buyer may reasonably require, regarding the history, use, and condition of the Property.
6. **Government Approvals:** Buyer shall be seeking various government approvals as may be required for development of the Property in the manner Buyer intends, including a tentative subdivision map and other City permits. The District will cooperate with and assist Buyer as reasonably necessary in submitting applications for such approvals, including signing appropriate documents that may be required by government officials.
7. **Other Provisions:**
  - 7.1 Buyer will request (in a binding Purchase and Sale Agreement) standard representations and warranties as are customary for transactions of this type, including with respect to authority, brokers, completeness of due diligence materials, absence of litigation, absence of hazardous materials or hazardous site conditions, absence of violations of law, and vacancy of all structures on the premises at Close of Escrow.
  - 7.2 Following completion of all conditions set forth in a binding Purchase and Sale Agreement, the District shall convey the Property to Buyer at Close of Escrow in substantially the same condition as at the present time, except as regards to the condition of the improvements thereon (which Buyer shall be responsible for removing), and shall have cured any violation of applicable laws, regulations and codes, and shall have removed all monetary liens or other encumbrances to title that would prevent or impair good title from being passed to Buyer.
  - 7.3 Buyer understands that the District has retained DCG Strategies as its real estate agent in connection with this transaction, and that the District will be solely responsible for any compensation due to DCG Strategies based on its arrangements with the firm. Any compensation due to other real estate agents or brokers engaged or retained by Buyer in connection with this transaction will be the sole responsibility of the Buyer.
8. **Definitive Purchase and Sale Agreement:** As expeditiously as possible, Buyer intends to negotiate with the District and agree to a definitive and binding Purchase and Sale Agreement, but until that has been done, either party may withdraw from this transaction without further obligation of any kind to the other.
9. **Approval Required by District Authorities:** Buyer understands and acknowledges that the District's execution of the Purchase and Sale Agreement must be conditioned on approval of its Board of Education.

# PROPOSAL REQUIREMENTS & REVIEW PROCESS

Proposer will be responsible for all brokerage commissions and fees to be paid to any real estate representative on the proposer's behalf, if any. The District will not pay any broker's fees or finder's fees, other than to their representative, DCG Strategies. The selected proposer will be required to:

- Select the necessary multi-disciplinary team
- Coordinate the General Plan and Zone change process
- Obtain all necessary entitlements and permits
- Coordinate, manage, and facilitate the review of the project by the local jurisdiction
- Manage the work effort of the entitlement team, architect, land planner, civil and other engineers, etc.

*All proposals will have five (5) required sections in the order as set forth below. Please label each section and number all pages.*

## SECTION 1 – LETTER OF INTENT

This section shall include the proposal contact and responsible party information, purchase price, deposits, close of escrow and summary of the critical elements of expected project timeline. Any other critical information can be included.

## SECTION 2 – DEVELOPMENT PROGRAM

This section shall include a narrative description of the architectural and land planning theme for the project. Identify the planned improvements including the number of buildings by use, the estimated square footage devoted to each building and use, the approximate building footprints, the proposed unit mix with average unit sizes, amenities, parking, and public uses, if any. Include a preliminary site plan. While a detailed completed site plan, prototype housing and elevations are not required at this time (although strongly encouraged), a preliminary site plan is necessary to properly evaluate each proposal.

## SECTION 3 – PROJECT TIMETABLE AND ENTITLEMENT ISSUES

This section shall include a general development timetable showing the various planning and entitlement steps, duration, estimated starting period, deposit amounts and release dates, and any phasing contemplated. As to acquiring the entitlements necessary for execution of the proposed development plan, please provide a narrative description of the issues the proposer has identified as critical. Please be sure the timetable of approximate dates for obtaining these entitlements is realistic; The goal is to assess the proposer's understanding of the entitlement process rather than solicit an unrealistically aggressive schedule.

## SECTION 4 – KEY TEAM MEMBERS AND PAST EXPERIENCE

Provide resumes for each key member of the team. Key members could also include the development entity, the architect and/or land planner, entitlements counsel, equity partner, and other members, if applicable.

## SECTION 5 – STATEMENT OF FINANCIAL QUALIFICATIONS

Please provide sufficient documentation to permit the District to determine the proposer's financial capacity for purchasing the Property. The proposer may wish to mark financial statements, as "CONFIDENTIAL" or "PROPRIETARY." As such, it will be treated as confidential to the full extent permitted by law. In addition, please provide the following information:

- Is the proposer a subsidiary of, or affiliated with, any other corporation(s), partnerships or firms? If so, please specify.
- Has the proposer or its officers, principal members, shareholders or investors, or any of its parent, subsidiary or affiliated entities or other interested parties been adjudged bankrupt, either voluntarily or involuntarily, within the past ten years? If so, please explain.
- Is there pending litigation against the proposer or its officers, principal members, shareholders or investors, or any parent, subsidiary or affiliated entities or other interested parties other than minor personal injury suits involving claims under \$250,000? If so, please explain.

# PROPOSAL REQUIREMENTS & REVIEW PROCESS

## Submission Format and Schedule

The proposer must submit one electronic copy of their complete Proposal Package (in PDF format) to DCG Strategies at listings@dcgstrategies.com. Proposals should be organized according to the previous section, and should include at least the requested information.

All proposals must be received at or before **4:00 p.m. on Monday, July 15, 2024**, via email. Proposal receipt time is determined by the official clock of DCG Strategies. Any proposals submitted after the deadline may not be considered.

The owner's contact for all matters regarding the property is DCG Strategies. All correspondence regarding the RFP process must be in writing by email to DCG Strategies at listings@dcgstrategies.com.

The District shall review the proposals, request written clarification from proposers if necessary, and may, at its sole discretion, select one or more proposers as finalists. The review process may include requests for clarifications and one or more presentations by the proposers. At the conclusion of the review process, the Board plans to select one proposer with whom to enter into an agreement. The District reserves the right to terminate this process at any point prior to the selection of a proposer, and solicitation of proposals in no way obligates the District to proceed with any agreement. The District reserves the right to reject submittals that fail to contain all required information or fail to follow all of the instructions contained in this RFP, and to waive any irregularities.

***IMPORTANT NOTE: The District reserves the right, if it deems it in the best public interest, to reject any and all proposals, and to withdraw the Property from potential sale. At any phase, the District reserves the right to terminate, suspend, or modify the proposal process, reject any or all submittals, and waive any minor irregularities in the proposal process.***

## Evaluation Criteria

The District's evaluation criteria includes, but is not limited to the following.

- Project alignment with District goals
- Proposer experience and reputation
- Purchase price
- Impact on District's ability to enhance long-term fiscal sustainability
- Entitlement risk
- Project quality
- Design, construction capability and sensitivity to surrounding neighborhood
- Experience with the City of Azusa
- Experience with other relevant projects.

## Evaluation Process

The initial review will compare all proposals for compliance with the submission requirements. Any proposals with significant omissions may be rejected. The District reserves the right to request that proposers bring their submissions into compliance within a very short time period after notification.

A detailed, point-by-point comparison will be made of all complete proposals for District confidential review. Requests for clarification may be sent to a certain proposer. Based on the evaluation criteria, the proposals will be rated and, at the District's sole discretion, the District will choose finalists who may be asked to an interview.

At the pre-determined District Board of Education Meeting, the proposals which have been received will be examined and declared by the Board. One or more of the finalists may also be requested to present their proposals at this meeting. The final selection of the successful proposer will be made at a scheduled Board Meeting, subject to approval by the Board.



# 1035 E MAUNA LOA AVENUE

AZUSA, CA

DCG STRATEGIES, INC.

925-237-9059

[LISTINGS@DCGSTRATEGIES.COM](mailto:LISTINGS@DCGSTRATEGIES.COM)

While the information contained herein has been provided in good faith and in an effort to provide prospective respondents with relevant property data, it is not binding on the District nor DCG Strategies and should not be considered a substitute for thorough due diligence investigation. The District and DCG Strategies have not made any investigation, and make no warranty or representation, with respect to the income or expenses for the subject property, the future projected financial performance of the property, the property's development potential, the size and square footage of the property and improvements, the presence or absence of contaminating substances, PCBs or asbestos (or any other hazardous materials or substances), the compliance with State and Federal regulations, the physical condition of the improvements thereon, or the financial condition or business prospects of any tenant.

The information contained herein has been obtained from sources we believe to be reliable; however, the District and DCG Strategies have not verified, and will not verify, any of the information contained herein, nor has the District and DCG Strategies conducted any conclusive investigation regarding these matters and makes no warranty or representation whatsoever regarding the accuracy or completeness of the information provided.

All potential buyers must take appropriate measures to verify all information set forth herein. The Property is being offered for potential purchase in AS IS condition.

