



Washington State Department of
Enterprise Services

Project 22-11-343
Employment Security Department (ES)
Everett, WA (and Surrounding Areas)
Amendment 1
February 15, 2023

1. Make the following change to Part B, Section 2.2:

a. Currently reads:

Activity	Date
Phase I	
Issue Request for Proposals	January 20, 2023
Pre-Proposal Conference (via Teleconference), details in section 2.3	January 27, 2023
Question and Answer Period Ends	February 16, 2023
Issue amendments/addendums to RFP (if necessary)	February 17, 2023
Proposals due	February 28, 2023

b. Change to Read:

Activity	Date
Phase I	
Issue Request for Proposals	January 20, 2023
Pre-Proposal Conference (via Teleconference), details in section 2.3	January 27, 2023
Question and Answer Period Ends	February 23, 2023
Issue amendments/addendums to RFP (if necessary)	February 24, 2023
Proposals due	February 28, 2023

2. This following paragraphs document the questions and answers from the preproposal conference held on January 17, 2023, and questions asked after the preproposal conference.

- a. **Question:** I understand that the legislature is discussing a 20% reduction in leased space. Is that reduction already reflected in the square footage requested in this RFP?
Answer: The legislature is still in session and the referenced bill is still in the legislative

process. The agency will address the legislation and its impact on the agency's leased portfolio statewide if that legislation is enacted.

- b. **Question:** Is there an incumbent lessor/location and if so, could the incumbent submit a proposal for this RFP?

Answer: There is an incumbent for this facility. Any interested party, including the incumbent, may submit a proposal in response to this RFP.

- c. **Question:** What precipitated this RFP? Is it a downsize in square footage?

Answer: There are several factors that led to this RFP. One of the factors is the need to downsize in square footage.

- d. **Question:** Will you have a short list of and a second round of proposals?

Answer: We have three phases in the RFP that will lead to the identifying the Apparent Successful Proposer (ASP):

- Phase 1 which consists of the advertisement and receiving proposals.
- Phase 2 is the site visits and presentations.
- Phase 3 is an opportunity for proposers to submit clarifying information, the RFP team's side-by-side analysis and notification of the ASP.

We don't typically have a "Short List"; however, we do make sure proposals meet the requirements to move to the next phase. Proposals that meet the administrative criteria move from Phase 1 to Phase 2. Proposals that demonstrated the ability to meet the basic requirements of the agency program move from Phase 2 to Phase 3.

- e. **Question:** Could you clarify the use of Exhibit 2 - Proposed Exceptions to Performance Requirements?

Answer: Exhibit 2 is used by proposers to notify the RFP team when an aspect of the proposal will not meet the requirements of the Leased Space Requirements (LSR) and how the proposal intends to address this situation. For example, the LSR states that 9-foot ceiling height is required for office space and 10-foot minimum ceiling height for large open areas where minimum room width exceeds 30 feet. In existing buildings, it is sometimes not possible to meet this standard. Proposers should use exhibit 2 to notify the RFP team of the situation and what mitigating measures are included in the proposal.

- f. **Question:** Would the State consider a proposal for a new building?

Answer: At this time, we are only considering proposals that meet the definition of "Existing Buildings" as defined in section 1 of the RFP.

- g. **Question:** What is the estimated time between the announcement of the ASP and the awarding of the lease?

Answer: After we announce the ASP, we will proceed to the "Letter of Intent". Assuming the LOI is executed, we will move to the detailed design work and completion of the Bid Cost Breakdown. Once we have all the buildout costs calculated and agreed upon, we will move to negotiating, and hopefully executing, the lease. While the timeline for these tasks varies project to project, we anticipate that we will need several months to get from notification of ASP to lease execution.

3. Point of contact for all questions and comments is Phil Person, (360) 280-1379, phil.person@des.wa.gov. E-mail is the preferred method of communications for project related questions and comments.