

REQUEST FOR PROPOSAL (RFP) PROJECT 200-05-13, DEPARTMENT OF SOCIAL
AND HEALTH SERVICES, SEATTLE



REQUEST FOR PROPOSALS

PROJECT 200-05-13

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

SEATTLE

Distribution Date: January 24, 2014

REQUEST FOR PROPOSAL (RFP) PROJECT 200-05-13, DEPARTMENT OF SOCIAL AND HEALTH SERVICES, SEATTLE

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INFORMATION AND INSTRUCTIONS FOR PROPOSERS

1 General

The State of Washington (State), acting through the Department of Enterprise Services (DES), and on behalf of the Department of Social and Health Services (DSHS) is requesting proposals to lease Existing Space, Space Under Construction or Planned Space.

1.1 Definitions:

- “SPACE REQUIREMENTS” means the DES Leased Space Requirements 2005 edition, the RES Accessibility Addendum (June 2007) and / or the DSHS Addendum, July 3, 2013 edition attached as Appendix A.
- “SPACE PLANNING DATA” means the Space Planning Data worksheet that the AGENCY developed attached as Appendix B.
- “STANDARD LEASE” means the DES Standard Lease template attached as Exhibit 6.
- “DES” means the Washington State Department of Enterprise Services
- “RES” means the Real Estate Services Office within the Washington State Department of Enterprise Services,
- “AGENCY” means the Washington State Department of Social and Health Services.
- “BENEFICIAL OCCUPANCY” is defined as the date that the Agency may begin moving furniture and equipment into the premises and installing low voltage wiring and making any necessary electrical connections.
- “PROJECT LEAD” means the Project Property and Acquisition Specialist (Unless otherwise provided in the RFP or an amendment).

2 Project Information

2.1 Project Parameters

City	Seattle and Shoreline
General Area of Consideration	North Seattle or Shoreline, WA
Preferred Area	Within the North Seattle communities of Northgate, Greenwood or Green Lake or within the city limits of Shoreline, WA and close to bus routes and major arterials.
Space Type	Office
<u>Approximate</u> Rentable Square feet	17,219 BOMA Rentable Square Feet
Parking Spaces (Total)	71
Initial Full Term	5 Years (Proposers may, at their discretion, include a ten year term as an option.)
Beneficial Occupancy	On or before December 10, 2014
Construction Substantial Completion	On or before December 31, 2014
Lease Commencement Date	January 1, 2015

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2.1.1. Code Required parking spaces is based on city code and Agency requirements and needs (See also Appendix A – SPACE REQUIREMENTS)

2.1.2. Additional space planning data is described in Appendix B – Space Planning Data.

2.1.3. Additional information and instructions are included in Exhibit 1 (Instructions To Proposers And Evaluation Considerations). Proposers should carefully review this exhibit. The State reserves the right to modify these definitions at any time and at its sole discretion.

2.1.4. The definitions that the Department of Enterprise Services typically uses to describe proposed leased space (including the definitions of Existing Space, Space Under Construction or Planned Space) are included as Exhibit 2 (Definitions). The State reserves the right to modify these definitions at any time and for its own reasons.

2.1.5 The required Lease Proposal Form is included in Exhibit 3 (Lease Proposal Form) to this Request for Proposal.

2.1.6. If a proposal will not meet a requirement of this Request for Proposal or any of its components or if a proposer wishes to suggest one or more alternatives to the performance requirements, he or she should use the form included as Exhibit 4 (Suggested Alternatives to Performance Requirements) to this Request for Proposal.

2.1.7. Proposers should include a completed Proposal Checklist with their Proposal Form and supporting documents. A blank checklist is included as Exhibit 5 (Proposal Checklist) to this Request for Proposal.

2.1.8. The apparent Successful Proposer will be required to use the State Standard Lease for this project. A copy of the Standard Lease is included as Exhibit 6 (Standard Lease) to this Request for Proposal.

2.2 Agency Goal For This Facility:

The AGENCY needs office space in North Seattle or Shoreline area in order to meet the statutory requirements to provide public child welfare services to this community. The new space is intended to provide: safe and confidential area for interviewing children, parents and caretakers; adequate meeting space for family and community meetings; adequate and appropriate space for parent and child visitation; and workspace for social workers and other staff to complete paperwork.

2.3 Location Characteristics:

Properties submitted for consideration should be located in the General Area of Consideration noted in Section 2.1. Facilities within the preferred area as described in Section 2.1 would be advantageous to the AGENCY. Within that general area, the AGENCY has identified a number of characteristics as important to the delivery of service by this field office. These characteristics include, but are not limited to the following:

- Proposed facilities should not be within 500 feet of a Department of Corrections Field Office or similar facility.
- Proposed facilities should not be located in an area that is of an industrial or residential

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character.

- Proposed facilities that are in close proximity to an existing public transportation route or routes would be advantageous.
- Proposed facilities that provide ready access to I-5 and other major arterial roads would be advantageous.

2.4 Building Characteristics

The State and the AGENCY have identified some unique building characteristics as being advantageous to the Agency's functions, including the delivery of services to its clients. These characteristics include, but are not limited to the following:

- Contiguous office space and highly efficient load factor.
- A clear and identifiable public entrance.
- An effective, efficient and welcoming client lobby or reception area that also enhances security for clients and DSHS staff.
- Safe and confidential interview spaces and conference rooms that provide security for staff and clients.
- Adequate meeting spaces for both clients and staff
- Clear delineation between client and staff areas and entrances.

Further details on the AGENCY's unique requirements and desired characteristics are found in Appendix A SPACE REQUIREMENTS.

3 Estimated Schedule of Activities

Below is a listing of significant dates. DES, at its sole discretion, may change these dates. Notification of schedule changes will be posted to project information on the following webpage: <http://www.des.wa.gov/services/facilities/RealEstate/Pages/RESLeaseSpace.aspx>

Activity	Date
Issue Request for Proposals	Jan 24, 2014
Pre-Proposal Conference	Feb 4, 2014
Question and Answer Period	Feb 4 – Mar 6, 2014
Issue amendments/addendums to RFP (if necessary)	Mar 6, 2014
Proposals due	Mar 10, 2014
Proposals opened and reviewed for responsiveness	Mar 11 – Mar 14, 2014
Conduct site visits and presentations	Mar 25 – Mar 26, 2014
Invitation to Negotiate	Apr 1, 2014
Evaluate proposals	Apr 7 – Apr 25, 2014
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	May 1, 2014

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4 Pre-Proposal Conference

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Proposal Conference Feb 4, 2014, 10:30 a.m. in Room 2092, 1500 Jefferson, Olympia, WA to discuss the project scope, schedule, selection process and selection criteria and to provide interested parties an opportunity to ask questions.

5. Public Records

Your entire response to this RFP is a public record and will be disclosed consistent with the Public Records Act (PRA) Chapter 42.56 RCW.

a. CONFIDENTIAL DOCUMENTS

Unless special circumstances require it, DES will not ask you to submit confidential materials. If you do choose to submit confidential materials, place them in a separate envelope clearly and conspicuously marked: "CONFIDENTIAL" or "PROPRIETARY".

b. PUBLIC RECORDS REQUESTS FOR YOUR RFP SUBMISSION

If a public records request seeks your RFP submission or seeks records connected to this RFP,

- (i) DES will notify you. We will identify the requestor and the date that DES will disclose the requested records
- (ii) DES will give you an opportunity to seek a court order to stop DES from disclosing the records

Please be aware that:

- (i) DES will not evaluate or defend your claim of confidentiality. It is your responsibility to support your claim and take appropriate legal action to do so.
- (ii) DES cannot withhold or redact your documents without a court order.

If you have any additional questions, please do not hesitate to contact the DES Public Records Officer at 360.407.8768 or email publicrecords@des.wa.gov

6 Submission of Proposals

Interested parties should submit a Proposal using the Lease Proposal Form with all the required supporting documentation described herein no later than 3:00 p.m., Mar 10, 2014 (Pacific Time) at the address indicated below.

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Physical Address:	Department of Enterprise Services Real Estate Services Attn: Seth Wallace, Project #: 200-05-13 1500 Jefferson Street SE Olympia, WA 98504
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Mailing Address:	Department of Enterprise Services Real Estate Services Attn: Seth Wallace, Project #: 200-05-13 PO Box 41468 Olympia, WA 98504-1468
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The PROJECT LEAD and point of contact for this project is:

Seth Wallace,
Properties and
Acquisition Specialist

1500 Jefferson Street SE
P.O. Box 41015
Olympia, WA 98504-1015

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