

REQUEST FOR PROPOSALS (RFP); DEPARTMENT OF FISH AND WILDLIFE (DFW), CLARK COUNTY; PROJECT NUMBER 049-03-15



REQUEST FOR PROPOSALS

DEPARTMENT OF FISH AND WILDLIFE (DFW)

CLARK COUNTY

PROJECT NUMBER 049-03-15

Distribution Date: July 10, 2015

CONTENTS

I Information and Instructions for Proposers

II The following Exhibits are incorporated as part of this RFP

Exhibit 1 Instructions To Proposers And Evaluation Considerations

Exhibit 2 Definitions

Exhibit 3 Lease Proposal Form

Exhibit 4 Suggested Alternatives to Performance Requirements

Exhibit 5 Proposal Checklist

Exhibit 6 Standard Lease

III Appendices

Appendix A Space Requirements
(Appendix includes the RES Leased Space Requirements, July 2005 and the RES Accessibility Addendum, June 2007.)

Appendix B Space Planning Data

REQUEST FOR PROPOSALS (RFP); DEPARTMENT OF FISH AND WILDLIFE (DFW), CLARK COUNTY; PROJECT NUMBER 049-03-15

INFORMATION AND INSTRUCTIONS FOR PROPOSERS

1 General

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

1.1 Definitions:

- **“AGENCY”** means the Washington State Department of Fish and Wildlife (DFW).
- **“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.
- **“DES”** means the Washington State Department of Enterprise Services.
- **PHASE III RESPONSE FORMS:** The term **“Invitation to Negotiate”** used in the RES Solicitation Manual is replaced in this Request for Proposals by the term **“Phase III Response Forms”**.
- **“PROJECT LEAD”** means the Project Property and Acquisition Specialist (Unless otherwise provided in the RFP or an amendment).
- **“RES”** means the Real Estate Services Office within the Washington State Department of Enterprise Services.
- **“RFP”** means Request for Proposals.
- **“SPACE REQUIREMENTS”** means the DES Leased Space Requirements 2005 edition, and the RES Accessibility Addendum (June 2007 attached as Appendix A).
- **“SPACE PLANNING DATA”** means the Modified Pre-Design (Space Planning Data) worksheet that the AGENCY developed, attached to this RFP as Appendix B.
- **“STANDARD LEASE”** means the DES Standard Lease template attached as Exhibit 6.

2 Project Information and Instructions.

2.1 Project Parameters

City	Clark County
General Area of Consideration	Clark County between Exit 7 and Exit 16
Preferred Area	Within two (2) miles of I-5 between Exit 7 and Exit 16.
Space Type	<ul style="list-style-type: none"> • Office, • Warehouse, • Specialty Area (Fish Lab, Evidence Storage and Shower/Wash-down/Decontamination Area) and • Secured Storage that includes Covered Storage and Parking for AGENCY Vehicles
<u>Approximate</u> Rentable Square feet	<ul style="list-style-type: none"> • Office – 21,400 sf • Warehouse – 8,800 sf (continued on next page)

REQUEST FOR PROPOSALS (RFP); DEPARTMENT OF FISH AND WILDLIFE (DFW), CLARK COUNTY; PROJECT NUMBER 049-03-15

	<ul style="list-style-type: none"> • Specialty Area – 1,200 sf • Secured Storage Area that includes <ul style="list-style-type: none"> ○ Covered Storage – 8,000 sf and ○ Secured Vehicle Parking – 50 Large Parking Stalls (Covered Storage does NOT include the 50 parking stalls)
Parking Spaces (Total)	100 parking stalls (separate from the 50 Secured Parking for AGENCY Vehicles) or Code Required, whichever is greater.
Initial Full Term (A proposal must provide at least one of the three options, but proposals that include more than one of the options may be advantageous to the AGENCY.) If more than one option is proposed, proposers must use the space provided in the Lease Proposal Form (Exhibit 3) to clearly describe the terms of each option proposed. Proposers may, at their discretion, submit a separate Lease Proposal Form (Exhibit 3) for each option proposed.	<ul style="list-style-type: none"> • 10 Year Standard Lease • 10 Year Standard Lease with an option to purchase • 20 Year Lease-Purchase with the State obtaining equity through lease payments and taking ownership after 20 years
Desired Beneficial Occupancy Desired Construction	On or before Nov 15, 2016
Desired Construction Substantial Completion	On or before Nov 20, 2016
Desired Lease Commencement Date	Dec 1, 2016

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 (Revised March 6, 2015)). Proposers should carefully review this exhibit. The State reserves the right to cancel this RFP or modify the requirements, information and instructions contained in this RFP and any of its associated documents (including, but not limited to Exhibit 1) at any time and at its sole discretion for a reason or reasons that are not arbitrary and capricious or in violation of law.

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 RFP.

REQUEST FOR PROPOSALS (RFP); DEPARTMENT OF FISH AND WILDLIFE (DFW), CLARK COUNTY; PROJECT NUMBER 049-03-15

2.1.6. If a proposal will not meet a requirement of this RFP 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 RFP.

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 RFP.

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 RFP.

2.1.9 The State reserves the right to cancel this RFP or modify the requirements, information, and instructions provided within this RFP, any of its associated documents and the Solicitation Manual at any time and at its sole discretion (see also Exhibit 1) for a reason or reasons that are not arbitrary and capricious or in violation of law.

2.2 Agency Goal For This Facility: Department of Fish and Wildlife SW Washington Regional Office houses all the agency's programs; administration, enforcement, fish management, wildlife management, habitat and full customer service support.

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 may 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 regional office. These characteristics include, but are not limited to the following:

- Proposal facilities should provide quick access to arterial roads and I-5.
- Proposed facilities should be in an appropriately zoned area. Appropriate areas may include, (but are not limited to) commercial and light industrial. Proposed facilities should not be located in an area that is of a residential character.
- Proposals that are not located within or in close proximity to 100 year flood plain (as defined by the Federal Emergency Management Agency (FEMA) may be advantageous.
- Proposed facilities must be in areas with sufficient infrastructure in place to support the AGENCY operational needs to include high speed data and telephone infrastructure. (See also Appendix A, Space Requirements.)

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 as depicted in Appendix B Modified Pre-Design Space Planning Data with a highly efficient load factor.
- A facility with a single floor plate and on the ground floor of a building may be advantageous to the AGENCY.

REQUEST FOR PROPOSALS (RFP); DEPARTMENT OF FISH AND WILDLIFE (DFW), CLARK COUNTY; PROJECT NUMBER 049-03-15

- All components of the requested space should be on the same site within walking distance of one another.
- An effective, efficient and welcoming customer lobby or reception area while also providing a clear delineation between public and staff areas.
- Adequate conference rooms and meeting spaces for both public and staff meetings.
- Clear delineation between public and staff entrances.
- Minimum clear height in the warehouse space is approximately 16 feet.
- Minimum door height for warehouse space is approximately 14 feet.
- 8,800 sf of unconditioned warehouse (insulated may be advantageous). Access to water outside the warehouse space is needed. Interior chain link storage enclosures are required (6 cages; each cage 10 ft. (Length) x 10 ft. (width) x 8 ft. (height))
- 1,200 sf of conditioned specialty space consisting of a fish lab, an evidence storage room, and a shower/decontamination room; having the 1,200 sf of specialty area in the same building as the 8,800 sf of warehouse may be advantageous to the AGENCY.
- Fenced and gated secured storage area which includes:
 - a secured parking area for 50 State vehicles. (The State vehicles include full sized pickup trucks, boat-trailer combinations, cargo vans and passenger sedans.) and
 - 8,000 sf of secured covered storage.
 - While the secured parking area is to be distinct from the covered storage area, proposals in which the covered storage and the secured parking are contiguous may be advantageous to the agency.
- Sufficient space on the proposed site to maneuver large pickups with boat and trailer on and off the site as well as in, out and through the site to the secured parking, covered storage, warehouse, and specialty area.

Further details on the AGENCY’s unique requirements and desired characteristics are found in Appendix A SPACE REQUIREMENTS and Appendix B PROJECT SPACE PLANNING DATA.

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
Phase I	
Issue Request for Proposals	Jul 10, 2015
Pre-Proposal Conference	Jul 29, 2015
Question and Answer Period	Jul 29 – Aug 27, 2015
Issue amendments/addendums to RFP (if necessary)	No Later Than Aug 27, 2015
Proposals Due	Aug 31, 2015
Phase II	

REQUEST FOR PROPOSALS (RFP); DEPARTMENT OF FISH AND WILDLIFE (DFW), CLARK COUNTY; PROJECT NUMBER 049-03-15

Proposals Opened and Reviewed for Responsiveness	Sep 1 – 04, 2015
Conduct Site Visits and Presentations	Sep 29 – 30, 2015
Determine Proposals to Advance to Phase III	Oct 02, 2015

Phase III	
Request Phase III Response Forms	Oct 05, 2015
Evaluate Proposals	Oct 12 – 16, 2015
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	Oct 26 – 30, 2015

4 Pre-Proposal Conference

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Proposal Conference **Jul 29, 2015, 11:00 AM** in the Department of Fish and Wildlife Conference Room located at 2108 Grand Blvd., Vancouver, 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 submission is a public record and will be disclosed consistent with the Public Records Act 42.56. RCW.

5.1 CONFIDENTIAL DOCUMENTS

Unless special circumstances require it, DES will not ask you to submit confidential materials. If you send DES records you believe contain confidential material we may return the material marked “Confidential” or disqualify you at our sole option.

If you do choose to submit confidential materials, place them in a separate envelope clearly and conspicuously marked: “CONFIDENTIAL” or “PROPRIETARY”; provided, by accepting an envelope so marked DES does not assume any responsibility or obligation not to disclose those records pursuant to a request made under of the Public Records Act.

5.2 PUBLIC RECORDS REQUESTS FOR YOUR RFP SUBMISSION

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

- DES may notify you and if so, will inform you of the identify of the requestor and the date that DES will disclose the requested records
- In such case, DES will typically give you an opportunity to seek a court order to stop DES from disclosing the records

5.2.2 Please be aware that:

REQUEST FOR PROPOSALS (RFP); DEPARTMENT OF FISH AND WILDLIFE (DFW), CLARK COUNTY; PROJECT NUMBER 049-03-15

- 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.
- DES cannot withhold or redact your documents without a court order.

5.3 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

6.1. Proposals must be submitted using the Lease Proposal Form with all required supporting documentation included with the Lease Proposal Form. Proposals not submitted using the Lease Proposal Form will be rejected as non-responsive.

6.2 Interested parties must submit one (1) original and one (1) copy of their proposal in physical paper format with all the required supporting documentation described herein no later than:

3:00 PM, Aug 31, 2015, (Pacific Time) at the address indicated at the end of this section.

Physical Address:	Department of Enterprise Services Real Estate Services Attn: Tarah Kimbrough, Project #: 049-03-15 1500 Jefferson Street SE Olympia, WA 98504
-------------------	---

Mailing Address:	Department of Enterprise Services Real Estate Services Attn: Tarah Kimbrough, Project #: 049-03-15 PO Box 41468 Olympia, WA 98504-1468
------------------	--

The PROJECT LEAD and point of contact for this project is:

Tarah Kimbrough
Leasing Agent

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

(360) 407- 9298
tarah.kimbrough@des.wa.gov