

REQUEST FOR PROPOSAL (RFP) DEPARTMENT OF SOCIAL AND HEALTH SERVICES, LACEY; PROJECT NUMBER 057-03-15



REQUEST FOR PROPOSALS

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

LACEY

PROJECT NUMBER 057-03-15

Distribution Date: April 3, 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 (RES Leased Space Requirements, July 2005 including the RES Accessibility Addendum, June 2007 and the DSHS Addendum, July 2013) |
| Appendix B | Space Planning Data |

REQUEST FOR PROPOSAL (RFP) DEPARTMENT OF SOCIAL AND HEALTH SERVICES, LACEY; PROJECT NUMBER 057-03-15

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 Department of Social and Health Services (DSHS) is requesting proposals to lease Existing Space, Space Under Construction and Planned Space.

1.1 Definitions:

- **“AGENCY”** means the Washington State Department of Social and Health Services (DSHS).
- **“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.
- **“INVITATION TO NEGOTIATE”**: 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), including DSHS Addendum to DES Lease Space Requirements, 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

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| City | Lacey |
| General Area of Consideration | Lacey Preferred Leasing Area #1 |
| Preferred Area | Within walking distance of 4500 10th Ave. SE, Lacey, WA |
| Space Type | Office |
| <u>Approximate</u> Rentable Square feet | A total of 17,000 BOMA Rentable Square Feet |
| Parking Spaces (Total) | 68 parking stalls or Code Required, whichever is greater. |
| Initial Full Term | 5 Years (Proposers may, at their discretion, include a 10 year term as an option.) |
| Desired Construction Substantial Completion | On or before August 14, 2016 * |
| Desired Beneficial Occupancy | On or before August 17, 2016 * |
| Desired Lease Commencement Date | September 1, 2015 * |

REQUEST FOR PROPOSAL (RFP) DEPARTMENT OF SOCIAL AND HEALTH SERVICES, LACEY; PROJECT NUMBER 057-03-15

*** NOTE: The State recognizes that the time available to meet the desired lease commencement date may restrict some interested parties' ability to submit a proposal. Interested parties may, but are not required to, propose an alternative lease commencement date along with innovative solutions to overcome AGENCY costs that may be associated with a lease commencement date later than September 1, 2015. Proposals that will meet the AGENCY'S desired lease commencement date as stated above may be advantageous.**

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.

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:

2.2.1 The AGENCY needs office space in the General Area of Consideration noted in Section 2.1.

REQUEST FOR PROPOSAL (RFP) DEPARTMENT OF SOCIAL AND HEALTH SERVICES, LACEY; PROJECT NUMBER 057-03-15

2.2.2 AGENCY funding for this project is intended to be included in the 2015-17 enacted biennial budget **prior to lease execution**; absent such funding the AGENCY/DES may cancel, delay, or take other action it deems appropriate for this project. The Governor's proposed 2015-17 biennial includes funding for this project.

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 must meet the requirements of the Preferred Leasing Area policy. (See <http://www.des.wa.gov/SiteCollectionDocuments/Facilities/RES/PreferredLeasingAreasPolicy.pdf>) A map depicting the Lacey Preferred Leasing Area #1 is available at: <http://www.des.wa.gov/SiteCollectionDocuments/Facilities/RES/PDA-PLA.pdf>
- Proposed facilities should be in an appropriately zoned area and should not be located in an area that is of a heavy industrial, large or busy retail, or 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 close proximity to an existing public transportation route or routes. Additionally, proposed facilities served by public transportation with a minimum of hourly service during the hours of 8 AM to 5 PM would be advantageous.
- Proposed facilities that provide rapid access to major highways and/or arterial roads would 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, equipment and storage, and special areas 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.
- An effective, efficient and welcoming customer lobby or reception area while also providing a clear delineation between public and staff areas.
- Separate public and staff restrooms.
- Adequate conference rooms and meeting spaces for both public and staff meetings.
- Clear delineation between public and staff entrances.

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.

REQUEST FOR PROPOSAL (RFP) DEPARTMENT OF SOCIAL AND HEALTH SERVICES, LACEY; PROJECT NUMBER 057-03-15

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 | Apr 03, 2015 |
| Pre-Proposal Conference | Apr 13, 2015 |
| Question and Answer Period | Apr 13 – May 01, 2015 |
| Issue amendments/addendums to RFP (if necessary) | No Later Than May 01, 2015 |
| Proposals Due | May 04, 2015 |
| Phase II | |
| Proposals Opened and Reviewed for Responsiveness | May 04 – 07, 2015 |
| Conduct Site Visits and Presentations | May 12 – 14, 2015 |
| Determine Proposals to Advance to Phase III | May 15, 2015 |
| Phase III | |
| Request Phase III Response Forms | May 18, 2015 |
| Evaluate Proposals | May 25 – Jun 08, 2015 |
| Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers | Jun 22, 2015 |

4 Pre-Proposal Conference

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Proposal Conference **Apr 13, 2015, 10:30 AM** in the DSHS, Lacey Office located at 4500 10th Ave. SE, Lacey, 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

REQUEST FOR PROPOSAL (RFP) DEPARTMENT OF SOCIAL AND HEALTH SERVICES, LACEY; PROJECT NUMBER 057-03-15

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:

- 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, May 04, 2015 (Pacific Time) at the address indicated at the end of this section.

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| Physical Address: | Department of Enterprise Services Real Estate Services Attn: Seth Wallace, Project #: 057-03-15 1500 Jefferson Street SE Olympia, WA 98504 |
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REQUEST FOR PROPOSAL (RFP) DEPARTMENT OF SOCIAL AND HEALTH SERVICES, LACEY; PROJECT NUMBER 057-03-15

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| Mailing Address: | Department of Enterprise Services Real Estate Services Attn: Seth Wallace, Project #: 057-03-15 PO Box 41468 Olympia, WA 98504-1468 |
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The PROJECT LEAD and point of contact for this project is:

Seth Wallace
Leasing Agent

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P.O. Box 41015
Olympia, WA 98504-1015

(360) 407-9291
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