



# **REQUEST FOR PROPOSALS**

**PROJECT 069-02-14**

**DEPARTMENT OF REVENUE**

**OLYMPIA / TUMWATER**

**Distribution Date: May 16, 2014**

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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 REVENUE (DOR) 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, and / or the RES Accessibility Addendum (June 2007), 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 Revenue.
- “RFP” means Request for Proposals.
- “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	Olympia / Tumwater
General Area of Consideration	Greater Olympia / Tumwater Area
Preferred Area(s)	The preferred location would provide close proximity (within a one mile radius) to the Department's two Tumwater facilities. The secondary preference would provide close proximity (within a one mile radius) to the state capitol campus in Olympia.
Space Type	Office
<b>Approximate</b> Rentable Square feet	<b>52,500 BOMA Rentable Square Feet</b>
Parking Spaces (Total)	233 or Code Required (whichever is greater) See also paragraph 2.4
Initial Full Term	10 Years
Beneficial Occupancy	On or before April 1, 2016
Construction Substantial Completion	On or before April 15, 2016
Lease Commencement Date	May 1, 2016

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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 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 (ASP) 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.

## 2.2 Agency Goal For This Facility:

The proposed space serves as the Agency's headquarters. The majority of the activity in the facility is government administration but there is also some public access for meetings, hearings, and limited client services. This project also includes space consideration for the Economic & Revenue Forecast Council, which is required by statute to be co-located with the Department of Revenue.

## 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. In addition, 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 located in an area that is of an industrial or residential 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 major arterial roads would be advantageous.

## 2.4 Building Characteristics

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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.
- An effective, efficient and welcoming customer lobby or reception area.
- Interview space, conference and classrooms to meet business needs.
- Adequate meeting spaces for both customers and staff.
- Large meeting space with capability to partition into smaller meeting rooms.
- Clear delineation between customer and staff entrances.
- Access to high speed fiber optic data connectivity is required for this facility.
- The AGENCY recognizes that locating all of the required parking on-site may be a challenge in some instances. For this reason, the AGENCY may consider innovative yet practical solutions to provide the required parking with the understanding that, at a minimum, the code required parking will be located on-site.

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

**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>

<b>Activity</b>	<b>Date</b>
Issue Request for Proposals	May 16, 2014
Pre-Proposal Conference	May 28, 2014
Question and Answer Period	May 26 – Jun 19, 2014
Issue amendments/addendums to RFP (if necessary)	No later than Jun 27, 2014
Proposals due	Jun 30, 2014
Proposals opened and reviewed for responsiveness	Jul 1 – 7 , 2014
Conduct site visits and presentations	Jul 15 – 17, 2014
Invitation to Negotiate	Jul 24, 2014
Evaluate proposals	Jul 30 – Aug 20, 2014
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	Aug 29, 2014

**4 Pre-Proposal Conference**

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Proposal Conference May 28, 2014, 10:30 AM in the Department of Enterprise Services, Conference Room Room 2208, 1500 Jefferson St., Olympia, WA to discuss the project scope,

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schedule, selection process and selection criteria and to provide interested parties an opportunity to ask questions.

## **5. Public Records**

DES is a state agency subject to the Public Records Act, ch. 42.56 RCW, and records prepared, owned, used or retained by DES relating to the conduct of government or the performance of governmental or proprietary functions are available for public inspection or copying, except as exempt under ch. 42.56 RCW or other state or federal law which exempts or prohibits disclosure of specific information or records. All records submitted to DES in connection with this RFP are public records subject to disclosure unless exempt under ch. 42.56 RCW.

Specific information and records submitted to DES in response to this RFP that the proposer desires to claim as exempt from disclosure under the provisions of ch. 42.56 RCW, or other state or federal law that provides for the nondisclosure of information, must be clearly identified and designated as "Exempt Information", and the statutory basis for exemption from disclosure upon which the proposer is making the claim must be cited in relation to the specific information claimed as exempt. The proposer shall be deemed to have conclusively released DES and the State from any claim of damages alleged to result from the disclosure of a record that is not clearly identified and designated as "Exempt Information." DES assumes no contractual obligation to support or enforce any claim of exemption by the proposer.

If a public records request is received by DES for any information that was submitted in response to this RFP that has been marked as "Exempt Information," DES will notify the proposer of the request and of the date that the records will be released to the requester unless the proposer obtains a court order enjoining that disclosure. If the proposer fails to obtain the court order enjoining disclosure, DES will release the requested information on the date specified. If a proposer obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to ch. 42.56 RCW, or other state or federal law that provides for nondisclosure, DES shall maintain the confidentiality of the information in compliance with the court order.

### **5.1 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".

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

**5.2.2** Please be aware that:

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- 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](mailto: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 PM, Jun 30, 2014 (Pacific Time) at the address indicated below.

Physical Address:	Department of Enterprise Services Real Estate Services <b>Attn: Ron Wall, Project #: 069-02-14</b> 1500 Jefferson Street SE Olympia, WA 98504
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Mailing Address:	Department of Enterprise Services Real Estate Services <b>Attn: Ron Wall, Project #: 069-02-14</b> PO Box 41468 Olympia, WA 98504-1468
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The PROJECT LEAD and point of contact for this project is:

**Ron Wall,**  
Properties and Acquisition  
Specialist

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P.O. Box 41015  
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