



REQUEST FOR PROPOSALS

PROJECT 089-03-14

DEPARTMENT OF ECOLOGY

YAKIMA

Distribution Date: March 28, 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 Ecology (ECY) 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), and/or ECY Addendum to DES Lease Space Requirements, 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 Ecology.
- “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	Yakima
General Area of Consideration	Greater Yakima Area
Preferred Area	Highway US 12 to the north; City limits of Terrace Heights to the east; Ahtanum Road to the south 40th Avenue to the west
Space Type	Office
<u>Approximate</u> Rentable Square feet	A total of 41,200 BOMA Rentable Square Feet consisting of approximately 36,200 square feet of office space and 5,000 square feet of dry, secure storage space.
Parking Spaces (Total)	183 or Code Required, whichever is greater. (The parking requirement <u>includes</u> an area for secured parking for 55 agency vehicles. (see also paragraph 2.4))

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Initial Full Term	5 Years (Proposers may, at their discretion, include a ten year term as an option.)
	A modified gross lease may be advantageous to the AGENCY (lessee pays janitorial services, electrical, natural gas, water, sewer, garbage and recycling services)
Beneficial Occupancy	On or before Jun 10, 2015
Construction Substantial Completion	On or before Jun 30, 2015
Lease Commencement Date	Jul 1, 2015

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 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 state is seeking a space efficient leased facility to meet the required business needs of the Department of Ecology’s Central Regional Office located in Yakima, WA. Elements that contribute to space efficiency include, but are not limited to;

- structural column arrangement relative to useable and efficient building space layout,
- contiguous office, laboratory, equipment and storage functions,
- ground floor occupancy for most office related functions / environments.

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As an Ecology Regional Office, the Yakima facility must be set up to efficiently allow highly skilled employees to carry out field work assignments including; inspections, enforcement, and emergency responses to hazardous waste spills. These activities can take place within urban communities, remote areas, farmlands, lakes or rivers within the region. Because of the diverse activities, equipment requirements, and distances to unique environments, it is critical to develop a facility that will allow employees to safely and efficiently load and offload vehicles and boats on-site. Adjacencies of emergency response equipment, vehicles, boats, laboratories and field gear are paramount to achieve optimum success of a new facility. To speed the mandated emergency response activities, the facility must be located to provide rapid access to major interstate highway systems, avoiding locations with traffic congestion .

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

- 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.
- Proposed facilities that are in close proximity to an existing public transportation route or routes would be advantageous.
- Proposed facilities that provide rapid access to major interstate highways are highly desirable.
- 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.

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.
- The dry storage component of this RFP may be contained in a separate building, but on the same site as the office component.
- An effective, efficient and welcoming customer lobby or reception area.
- Adequate conference rooms and meeting spaces for public and staff meetings.
- Clear delineation between public and staff entrances.
- Clear height in the dry storage area should be approximately 16 feet.
- Roll-up vehicle doors serving the dry storage area in addition to appropriately spaced/located man-doors.
- Lab space should be served by a separate HVAC system and include necessary connections, etc. for a tenant supplied fume hood.
- The evidence storage area will require electrical service that exceeds the typical office space with up to 5 dedicated 120v 20amp electrical circuits for each of the lab and evidence storage areas. Specialized lab equipment will be purchased and installed by the AGENCY.
- Outside storage areas should meet each of the following criteria:

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- are paved for ease of vehicle and trailer movement,
- are secured by a fully fenced perimeter with electrically operated vehicle gates
- are sufficiently sized to store up to 55 full-sized State vehicles and additional room for trailer parking and maneuverability.
- facilitate ingress, egress and movement of large State vehicles and boat/trailers.
- are contiguous with and / or immediately adjacent to the office facility so as to efficiently facilitate the transfer of equipment, supplies and samples from the State vehicles to the dry storage area and / or the office and special needs areas.
- provide adequate (approximately 20 foot-candles at the pavement level) lighting in the outside storage area to facilitate early morning and late evening loading and unloading of vehicles.
- Integrated site security measures to enhance the safety of the ECY employees and customers as well as to protect State vehicles and equipment.
- Electrical infrastructure to support a total of eight (8) dual port electric vehicle charging stations. Four (4) to be located within the secured vehicle parking enclosure and four (4) to be located within the employee / public parking area. Each dual port charging station has the following electrical input requirement; 208/240VAC, 60Hz single phase @ 32amps times two (2). (See ECY Addendum to DES Lease Space Requirements)

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>

Activity	Date
Issue Request for Proposals	Mar 28, 2014
Pre-Proposal Conference	Apr 09, 2014
Question and Answer Period	Apr 09– May 15, 2014
Issue amendments/addendums to RFP (if necessary)	May 16, 2014
Proposals due	May 28, 2014
Proposals opened and reviewed for responsiveness	May 29 – Jun 04, 2014
Conduct site visits and presentations	Jun 10 – 11, 2014
Invitation to Negotiate	Jun 18, 2014
Evaluate proposals	Jun 25 – Jul 11, 2014
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	Jul 18, 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 Apr 09, 2014, 1:00 p.m. in the Department of Ecology Conference Room, Yakima, 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

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

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- 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:

- 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

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., May 28, 2014 (Pacific Time) at the address indicated below.

Proposals should provide the overall lease rate as well as a breakdown of the lease costs for the office and dry storage components of this RFP.

Physical Address:	Department of Enterprise Services Real Estate Services Attn: Neil Tuggle, Project #: 089-03-14 1500 Jefferson Street SE Olympia, WA 98504
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Mailing Address:	Department of Enterprise Services Real Estate Services Attn: Neil Tuggle, Project #: 089-03-14 PO Box 41468 Olympia, WA 98504-1468
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The PROJECT LEAD and point of contact for this project is:

Neil Tuggle
Properties and Acquisition
Specialist

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

(360) 407-9296
neil.tuggle@des.wa.gov