



Project 132-04-14
DEPARTMENT OF LABOR AND INDUSTRIES (LNI)– BREMERTON
Amendment 1
August 13, 2014

1. Make the following change to the Request for Proposal dated July 18, 2014. Replace Section 3 with the following:

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:

Activity	Date
Issue Request for Proposals	Jul 18, 2014
Pre-Proposal Conference	Jul 31, 2014
Question and Answer Period	Jul 31 – Aug 21 , 2014
Issue amendments/addendums to RFP (if necessary)	No Later Than Aug 22 , 2014
Proposals due	Aug 25, 2014
Proposals opened and reviewed for responsiveness	Aug 26 – 30, 2014
Conduct site visits and presentations	Sep 16-18 , 2014
Invitation to Negotiate	Sep 19 , 2014
Evaluate proposals	Sep 29 – Oct 13 , 2014
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	Oct 24 , 2014

2. The Pre-Proposal Conference for the Department of Labor and Industries new leased space project in the Bremerton area was held in the Labor and Industries hearings room on July 31, 2014 beginning at 10:30 AM.

a. The DES staff provided an overview of the project requirements and noted that proposers should anticipate a summary of the pre-proposal conference to be posted to the web site and to Washington's Electronic Business Solutions (WEBS) by way of an amendment to the RFP. The DES staff encouraged all participants to subscribe to WEBS if they are not already subscribed. The link to register as a vendor is:

<http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx>

b. DES Staff also asked all interested parties to watch for project amendments and updates on the RES website. The project documents are all posted on the Real Estate Services website. The link is shown below. Interested parties should scroll down the list of projects and find the appropriate document listed under this project number.

<http://www.des.wa.gov/services/facilities/RealEstate/Pages/RESLeaseSpace.aspx>

c. The following paragraphs summarize the question and answer period from the Pre-Proposal Conference:

(1) **Question:** Does LNI have a preference to be on one level or can a proposal include more than one floor of a building?

Answer: Proposals are not required to be on a single floor of a building. Please refer to section 2.4 of the Request for Proposals. While proposals that meet the criteria as indicated in section 2.4 of the Request for Proposals may be advantageous to the AGENCY, the Solicitation Team will consider all aspects of proposals to determine which proposal provides the best OVERALL value to the AGENCY and to the State.

(2) **Question:** Does LNI have a preference to locating in a single building or can the proposal be for two adjacent buildings?

Answer: Proposals are not required to be in a single building. Please refer to section 2.4 of the Request for Proposals. While proposals that meet the criteria as indicated in section 2.4 of the Request for Proposals may be advantageous to the AGENCY, the Solicitation Team will consider all aspects of proposals to determine which proposal provides the best OVERALL value to the AGENCY and to the State.

(3) **Question:** Does LNI have a preference to be in a single tenant building?

Answer: Proposals are not required to be a single tenant building. Please refer to the information provided in the Request for Proposals. The Solicitation Team will consider all aspects of proposals to determine which proposal provides the best OVERALL value to the AGENCY and to the State.

(4) **Question:** The RFP indicates that Silverdale is the preferred location. Will a Bremerton location be considered?

Answer: Yes, the RFP General Area of Consideration lists both the Bremerton and Silverdale areas. Proposals that meet the requirements of the RFP (Including the General Area of Consideration) will be considered. The Solicitation Team will consider all aspects of the

proposals to determine which proposal provides the best OVERALL value to the AGENCY and to the State.

(5) **Question:** Why does the RFP include 98 – 100 parking stalls? Does the current AGENCY facility have the required parking?

Answer: The AGENCY determined that 98 – 100 parking stalls are required for providing the services of this office. These stalls will be used for employees, customers, visitors and AGENCY vehicles. The available parking at the current facility is slightly under the total required parking called for in the RFP.

(6) **Question:** Do the parking stalls need to be dedicated to the AGENCY? Can the parking be shared?

Answer: The 98 – 100 parking stalls must be available to the agency, but the stalls do not have to be marked for agency use only. The AGENCY parking may be in a common parking area, provided the required number of parking stalls is available to the AGENCY.

(7) **Question:** How many employees and agency vehicles are in this office?

Answer: This office has approximately 35 personnel and approximately 12 AGENCY vehicles assigned.

(8) **Question:** What are the normal work hours for this office?

Answer: The normal business hours for this office are 8 AM – 5 PM; Monday – Friday. Note however that the AGENCY will require access for employees 24 hours a day, seven days a week.

(9) **Question:** What is the average visitor / customer count for this office?

Answer: The number of visitors and customers visiting this office varies a great deal, but the count is typically between 24 – 60 visitors and customers daily.

(10) **Question:** Why is the AGENCY leaving its current building?

Answer: The intent is to decrease the amount of rentable square footage as well as maximizing the efficiency of the square footage the AGENCY leases. Additionally, the AGENCY goal is to create a facility that is more aligned with its current business model and service delivery model.

(11) **Question:** Does the Department of Enterprise Services, Real Estate Services (RES) require that the interior, built out space of an existing facility be completely demolished in preparation of the space for the AGENCY? For example, can existing walls be reused in the new build-out?

Answer: While RES does not require demolition of existing built-out spaces, RES will require that the space meet the Leased Space Requirements (2005), the accessibility Addendum (2007) and the business needs of the AGENCY. In meeting these requirements, it is rare that the design team will be able to re-use existing build-out components. The RES design team will work with the AGENCY, the owner or the owner's rep/architect to develop the space

design. The State's design team may find it is beneficial to incorporate existing build-out components into the final approved space design, but proposers should not assume that the State will re-use existing build-out components in the final, approved space design.

(12) **Question:** Could you explain the elevator requirement?

Answer: the Elevator requirements are detailed in the RES Accessibility Addendum. If a proposal does not meet the requirements as noted, please use the form at Exhibit 4 to explain.

(13) **Question:** Are Auto CAD files required at the time of proposal submission?

Answer: Scaled site plans and floor plans (core and shell at a minimum) of the proposed space are required at the time of submission. Though the electronic AutoCAD files are often helpful to the Solicitation Team, proposers are not required to provide the electronic AutoCAD files at the time of proposal submission.

(14) **Question:** Who pays for the build out to meet the requirements of the Leased Space Requirements (2005) and the accessibility Addendum (2007)?

Answer: The owner is responsible to meet the requirements of the Leased Space Requirements (2005) and the accessibility Addendum (2007) at no additional cost to the AGENCY. Tenant improvements that exceed the requirements of the Leased Space Requirements (2005) and the accessibility Addendum (2007) will be itemized in the Bid Cost Break-Down form, reviewed and approved by the RES Architect, and paid for by the AGENCY as a payment separate from the rent payment.

(15) **Question:** Is there a requirement for a conference room to be accessible to the public without the public entering the staff areas? If so, how should that be accomplished?

Answer: The AGENCY will require a hearings and conference room that is accessible to the public. It would be beneficial, but not required, that access to this room would be accomplished without requiring the public to go through a staff area.

(16) **Question:** Could the AGENCY move earlier than the published date?

Answer: The requested move and lease commencement dates are based on the lease expiration of their current lease. The Solicitation Team may consider proposals that include an innovative solution that would enable the AGENCY to move earlier, but the AGENCY is not budgeted to pay rent on more than one facility at a time for this office.

(17) **Question:** Are proposals subject to public disclosure?

Answer: Please see section 5, Public Records, of the RFP. If proposers have any questions regarding public records or disclosure, please contact the public records office using the contact information provided in paragraph 5.3.

(18) **Question:** How are expenses evaluated for other than fully serviced leases?

Answer: In order to evaluate the costs associated with each proposal, the Solicitation Team will normalize all proposals to a fully serviced lease rate. Typically, the State will use Whitestone as well as the proposer's estimated costs to derive an equivalent fully serviced lease rate for proposals that are not for a fully serviced lease.

(19) **Question:** Does the State require a fully serviced lease?

Answer: The State does NOT require a fully serviced lease. Proposers may propose fully serviced, partially serviced or NNN lease rates, but the State does not intend to enter into a NNN lease and the State does not pay taxes, assessments, or insurance separate from the lease rate.

(20) **Question:** Which expenses would the State prefer to pay separately?

Answer: The State does not have a standard requirement regarding expenses except as mentioned above.

(21) **Question:** Will the State consider a 10 year lease proposal?

Answer: The RFP requires proposals include a five year lease proposal. Proposers may, at their discretion, provide a 10 year lease proposal.

(22) **Question:** Does the State allow for step increases?

Answer: The State prefers fixed term lease rates. Step increases may be considered if it is advantageous to the State. The most commonly accepted step increases occur at the five year mark in a lease greater than five years.

(23) **Question:** Who should sign the Lease Proposal form in the case of a broker submitting the proposal on behalf of a building owner?

Answer: Please review the instructions in Exhibit1, section 1.7 and 1.8. Proposers must demonstrate proof of control of the property and (if appropriate) the authority to represent to be considered.

(24) **Question:** Does the State want an electronic copy of the proposal?

Answer: Proposers must submit a physical paper copy of their proposal to the address provided in the RFP no later than the date and time noted in the RFP. Proposers may at their discretion also submit an electronic copy of their proposal.

(25) **Question:** Will a strip mall type of location be considered?

Answer: Proposals that meet the requirements of the RFP will be considered. Strip mall locations will be considered if the proposal meets the requirements of the RFP. The

Solicitation Team will consider all aspects of proposals to determine which proposal provides the best OVERALL value to the AGENCY and to the State.

(26) **Question:** Are proposers required to submit a completed “Bid Cost Breakdown” (see Appendix A, Leased Space Requirements, Part B) with their proposal?

Answer: No. The “Bid Cost Breakdown” form will be used later in this RFP process by the Apparent Successful Proposer.

(27) **Question:** Will a proposal for an existing building be automatically disqualified if the proposed space does not meet one or more specific requirements of Appendix A, Space Requirements (RES Leased Space Requirements and RES Accessibility Addendum)?

Answer: No. Proposers should use Exhibit 4 to list those aspects of the proposal that cannot meet any requirement of the RFP, including those requirements shown in Appendix A, Space Requirements (RES Leased Space Requirements and RES Accessibility Addendum.) The Solicitation Team will consider all aspects of proposals to determine which proposal provides the best OVERALL value to the AGENCY and to the State.

3. Point of contact for all questions and comments is Phil Person, (360) 407-9286, e-mail phil.person@des.wa.gov. Email is the preferred method of communications for project related questions and comments.