REQUEST FOR PROPOSALS

PROJECT 132-04-14

DEPARTMENT OF LABOR AND INDUSTRIES

BREMERTON

REVISION 1

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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 Department Of Labor And Industries is requesting proposals to lease Existing Space, Space Under Construction and 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 Labor and Industries.
- "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	Bremerton
General Area of Consideration	Greater Bremerton and Silverdale Areas
Preferred Area	Greater Silverdale Area
Space Type	Office
Approximate Rentable Square feet	**A total of 8,700 BOMA Rentable Square Feet**
Parking Spaces (Total)	~~98 to 100~~ **58 p**arking stalls or Code Required, whichever is greater.
Initial Full Term	5 Years (Proposers may, at their discretion, include a ten year term as an option.)
Beneficial Occupancy	On or before March 16, 2015
Construction Substantial Completion	On or before March 13, 2015
Lease Commencement Date	April 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 the AGENCY: The Labor and Industries Bremerton office is a full service office for all of the programs within L&I. Services provided at this facility include: Issueing permits, providing Workers Compensation claim information, coordination of safety compliance inspections, conducting investigations, conducting revenue collections, providing IT support and conducting audits.

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:

- 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 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.

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 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	Jul 18, 2014
Pre-Proposal Conference	Jul 31, 2014
Question and Answer Period	Jul 31 – Aug 28, 2014
Issue amendments/addendums to RFP (if necessary)	No Later Than Aug 29, 2014
Proposals due	~~Aug 25, 2014~~ **Oct 27, 2014**
Proposals opened and reviewed for responsiveness	~~Aug 26 – 30, 2014~~ **Oct 28 – 30, 2014**
Conduct site visits and presentations	~~Sep 03 – 04, 2014~~ **Nov 6 – 7, 2014**
Invitation to Negotiate	~~Sep 09, 2014~~ **Nov 10, 2014**
Evaluate proposals	~~Sep 23 – Oct 07, 2014~~ **Nov 17 – Dec 01, 2014**
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	~~Oct 17, 2014~~ **Dec 9, 2014**

4 Pre-Proposal Conference

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Proposal Conference Jul 31, 2014, 10:30 AM in the Bremerton Labor and Industries Office located at 500 Pacific Avenue, Bremerton, WA 98902 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

- 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., ~~Aug 25~~ Oct 27, 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:** Phillip Person, **Project #:** 132-04-14 1500 Jefferson Street SE Olympia, WA 98504

Mailing Address:	Department of Enterprise Services Real Estate Services **Attn:** Phillip Person, **Project #:** 132-04-14 PO Box 41468 Olympia, WA 98504-1468

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

Phil Person Facilities Senior Planner	1500 Jefferson Street SE P.O. Box 41015 Olympia, WA 98504-1015	(360) 407-9286 Phil.Person@des.wa.gov>