



Project 212-06-14
DEPARTMENT OF CORRECTIONS (DOC) – YAKIMA
Amendment 1
August 13, 2014

1. The Pre-Proposal Conference for the Department of Corrections new leased space project in the Yakima area was held in the Department of Agriculture's 2nd Floor Conference Room on August 6, 2014 beginning at 11:00 A.M.

a. DES staff provided an overview of the project requirements and noted that proposers should anticipate a summary of the pre-proposal conference will be posted to the web by way of an amendment to the RFP. The amendment will be posted to the RES Website in the coming days. The DES staff encourages all interested parties to subscribe to Washington's Electronic Business Solutions (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:** What is defined as "community sensitive?"

Answer: DOC responded that there are no statutory guidelines & then used general references such as schools, daycares & other facilities where former inmates may not be legally restrained from frequenting but for which those visits have the potential to cause concern to parents or vulnerable individuals.

(2) **Question:** How many DOC staff will be housed here & why is so much parking necessary?

Answer: Staffing will range from 31 to 35 & parking will be for staff, clients, & on-site storage of state-owned vehicles. Further response to that question addressed:

- Desirability of separated entries for DOC and other tenants in the structure.

- Numbers (varies) & types of clients that will visit (ranges from violent offenders to white collar offenders).

(4) **Question:** Please clarify how the space needs to be designed to separate DOC staff & clients.

Answer: DOC noted there must be a secure separation between the DOC staff & the reception area; windowed reception desk (bullet-proof glass is not required); sturdy & secure door; area will be designed for high visibility by DOC staff. DOC further explained that a restroom will be necessary in the reception area, separate unisex restroom within the secure area for Urinalysis Testing (no pass-thru window needed for specimens) & additional restrooms within the secure area for DOC staff. The space will also be designed with a discreet 2nd exit so an arrested individual can be transported without re-entering the reception area.

(5) **Question:** What number of on-site arrests is common?

Answer: DOC estimates 10-20 arrests per week.

(6) **Question:** Are the Community Corrections Officers at this facility armed?

Answer: Yes.

(7) **Question:** Are those arrested transported by police vehicles? Will there be a lot of visible police activity?

Answer: Most will be transported by DOC vehicles which have limited markings.

(8) **Question:** How much secure parking is necessary? Does all parking need to be secured?

Answer: Fenced space for 10-12 vehicles is all that is desired. Clients & staff must access the remaining parking space so open-area parking is necessary.

(9) **Question:** What is the Information Technology (IT) requirement?

Answer: Fiber optic is best but Consolidated Technology Services will define the need based on available vendors.

(10) **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.

(11) **Question:** Will there be a lot of individual offices?

Answer: Yes. DOC always requires build-out over & above that allowed by the Leased Space Requirements. Please see Appendix B (Project Space Data Sheet) for the number of offices required for this project. See Appendix A (Space Requirements) for more information on the State's Leased Space Requirements.

(12) **Question:** Is there a defined difference between administrative & officers' offices?

Answer: Correctional officers' offices must be private to accommodate clients' information.

(13) **Question:** Will proposals adjacent to but immediately outside the preferred area be considered? Will they be scored lower?

Answer: Proposals adjacent to but outside preferred area will be considered & assessed based on the Solicitation Team's assessment of the overall best value to the State and to DOC.

(14) **Question:** Does the project have to be LEED Certified?

Answer: No. Following the Leased Space Requirements provides a facility that is energy-efficient & suitable for state needs. The State seeks to lease buildings that meet an Energy Star rating of 75 or greater.

2. Point of contact for all questions and comments is Neil Tuggle, (360) 407-9296, e-mail neil.tuggle@des.wa.gov. Email is the preferred method of communications for project related questions and comments.