



MARKET SEARCH

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

Bellingham

PROJECT NUMBER 293-09-15

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CONTENTS

I Information and Instructions for Proposers

II Appendices

Appendix A	Space Requirements (RES Leased Space Requirements, July 2005 including the RES Accessibility Addendum, June 2007 and the DSHS Addendum, July 2013)
Appendix B	Space Planning Data
Appendix C	Standard Lease

INFORMATION AND INSTRUCTIONS FOR PROPOSERS

1 General

The State of Washington (the State), acting through the Department of Enterprise Services (DES), and on behalf of the Department Of Social And Health Services, (DSHS) is requesting proposals to lease Existing Space.

2 Project Information and Instructions.

2.1 Project Parameters

City	Bellingham
General Area of Consideration	Bellingham Area
Preferred Area	Bellingham City Limits
Space Type	Office
Approximate Rentable Square feet	5,200 BOMA Rentable Square Feet
Parking Spaces (Total)	Code Required
Initial Full Term	5 Years (Proposers may, at their discretion, include a 10 year lease option.)
Desired Construction Substantial Completion	On or before August 12, 2016
Desired Beneficial Occupancy	On or before August 19, 2016
Desired Lease Commencement Date	September 01, 2016

2.2 Code Required parking spaces is based on city code and Agency requirements and needs (See also **Appendix A – SPACE REQUIREMENTS**)

2.3 Additional space planning data is described in **Appendix B – Space Planning Data.**

2.4 Location Characteristics:

2.4.1 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.

2.4.2 Proposals that are not located within or in close proximity to 100 year flood plain (as defined by the Federal Emergency Management Agency (FEMA) may be advantageous.

2.4.3 Proposed facilities should be in close proximity to an existing public transportation route or routes. Additionally, proposed facilities served by public transportation with hourly service during the hours of 8 AM to 5 PM may be advantageous to the AGENCY.

2.4.4 Proposed facilities that provide rapid access to major highways and/or arterial roads may be advantageous to the AGENCY.

2.4.5 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. (See also Appendix A, Space Requirements.)

2.5 Building Characteristics: The following building characteristics may be advantageous to the AGENCY:

2.5.1 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.

2.5.2 A facility with a single floor plate and on the ground floor of a building may be advantageous to the AGENCY.

2.5.3 An effective, efficient and welcoming customer lobby or reception area while also providing a clear delineation between public and staff areas.

2.5.4 Separate public and staff restrooms.

2.5.5 Adequate conference rooms and meeting spaces for both public and staff meetings.

2.5.6 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 PLANNING DATA.

3. PROJECT DOCUMENTS

3.1 Project documents and amendments are posted on the Real Estate Services (RES) website on the page titled "Market Searches". Project documents are also posted on the Washington Electronic Business Solutions (WEBS) website. All interested parties are encouraged to monitor both websites for amendments and other information regarding the project.

3.2 Interested parties are encouraged to subscribe to Washington Electronic Business Solutions (WEBS). The link to register as a vendor is:

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

4. Public Records

Your submission is a public record and will be disclosed consistent with the Public Records Act 42.56. RCW.

4.1 CONFIDENTIAL DOCUMENTS

Unless special circumstances require it, DES will not ask you to submit confidential materials. If you send DES records you believe contain confidential material we may return the material marked "Confidential" or disqualify you at our sole option.

If you do choose to submit confidential materials, place them in a separate envelope clearly and conspicuously marked: "CONFIDENTIAL" or "PROPRIETARY"; provided, by accepting an envelope so marked DES does not assume any responsibility or obligation not to disclose those records pursuant to a request made under of the Public Records Act.

4.2 PUBLIC RECORDS REQUESTS FOR YOUR RFP SUBMISSION

4.2.1 If a public records request seeks your RFP submission or seeks records connected to this RFP,

- DES may notify you and if so, will inform you of the identify of the requestor and the date that DES will disclose the requested records
- In such case, DES will typically give you an opportunity to seek a court order to stop DES from disclosing the records

4.2.2 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.

4.3 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

5 Submission of Proposals

5.1 This market search is open until filled, but interested parties should contact the the PROJECT LEAD for more information as soon as possible. Proposals received prior to **December 18, 2015** may be advantageous to the State.

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

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