



REQUEST FOR PROPOSALS

PROJECT 315-09-14

DEPARTMENT OF HEALTH

Tri-Cities Area

Distribution Date: November 7, 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 Department of Health (DOH) 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).
- “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 Health (DOH).
- “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	Richland, WA
General Area of Consideration	Greater Tri-Cities Area
Preferred Area	Within the city limits of either Kennewick, Pasco or Richland.
Space Type	Office
<u>Approximate</u> Rentable Square feet	6,700 BOMA Rentable Square Feet of office space
Parking Spaces (Total)	Code Required parking for employees and visitors, plus five (5) secured parking stalls for agency vehicles.
Initial Full Term	5 Years; Proposers are encouraged to include a 10 year term as an option but the proposal MUST include a five year option to be considered.
Beneficial Occupancy	On or before Apr 15, 2016
Construction Substantial Completion	On or before Apr 22, 2015
Lease Commencement Date	May 1, 2016

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2.1.1. Code Required parking spaces is based on the applicable municipal code. Required parking that exceeds the municipal code is based on the Agency requirements and RCW 43.01.240(3).

(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 AGENCY. The requested space is intended to house a DOH office that administers the Radiation Protection Program for the Hanford site and all of Eastern Washington.

NOTE: This office does not test, store or transfer hazardous materials, but the office may perform an analysis of air and water samples that are collected from public areas around the region.

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 area zoned commercial, government service delivery or similar zone.

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- While all proposals that meet the requirements of this RFP and are located within the General Area of Consideration (Section 2.1) will be considered, proposals located within the preferred area may be advantageous to the AGENCY.
- Proposed facilities that are in close proximity to an existing public transportation route or routes would be advantageous to the AGENCY.
- Proposed facilities that provide rapid access to major interstate highways and/or major arterial roads would be advantageous to the AGENCY.
- Proposals that are located in proximity to typical office amenities (e.g. restaurants, shopping, etc.) may be advantageous to the AGENCY.

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.
- Facilities on the ground floor may be advantageous, but is not a requirement, to the AGENCY.
- Proposed facilities that facilitate the use of the conference room for public meetings would be advantageous to the AGENCY.
- Proposed facilities provide secured (fenced or equivalent physical security measures) parking for the five agency vehicles would be advantageous to the AGENCY.
- Facilities that will support a public entrance with a secured reception desk may be advantageous to the AGENCY
- Proposed facilities that include two separate entries and facilitate a clear delineation between public and staff entrances may be advantageous, but is not a requirement, to the AGENCY.
- The "Field Prep/ Sample/ testing area and testing laboratory" listed in Appendix B, on page 6 will require a sink with water and associated plumbing. The room will also require a separate exhaust or fume hood. The room will **not** require specialized drains, flooring or counter tops.
- The "special storage area" listed on page 4 of Appendix B and the "Locker Room" listed in Appendix B, on page 6 could be, but are not required to be contiguous with the "Field Prep/ Sample/ testing area and testing laboratory" area.
- The AGENCY currently stores a portion of their assigned equipment in an off-site storage area. The equipment that that is currently stored in this space includes (but is not limited to): a boat, motor, trailer combination; small generators; fuel for boat motor and generators; and sampling kits. Proposals that currently have or could be modified to accommodate an

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additional storage area (approximately 15' x 30') may be advantageous to the AGENCY, but is not a requirement. The desired elements of the additional storage area (if available) are shown below:

- o Storage area on the same site or within walking distance of the office space.
- o Storage area dimensions of approximately, but not less than, 15' x 30'.
- o Storage for at least (but not limited to) the following items: a boat, motor and trailer combination; small generators; fuel for boat motor and generators; and sampling kits.
- o Conditioned space that will maintain a minimum of 45 degrees Fahrenheit.
- o Access to water (hose bib minimum) inside or in the vicinity of the storage area for washing freshwater boating equipment. The water access point should allow for proper drainage.
- o Water access should be frost-resistant or equivalent.
- o 12' x 12' rollup or overhead door.
- o Access to electrical power inside the storage area.

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	Nov 7, 2014
Pre-Proposal Conference	Nov 18, 2014
Question and Answer Period	Nov 18 – Dec 30, 2014
Issue amendments/addendums to RFP (if necessary)	No Later Than Jan 02, 2015
Proposals due	Jan 06, 2015
Proposals opened and reviewed for responsiveness	Jan 07 – 08, 2015
Conduct site visits and presentations	Jan 21 - 22, 2015
Invitation to Negotiate	Jan 27, 2015
Evaluate proposals	Feb 03 – 17, 2015
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	Feb 24, 2015

4 Pre-Proposal Conference

Interested parties planning to respond to this RFP are encouraged but not required to attend a **Pre-Proposal Conference** to discuss the project scope, schedule, selection process and selection criteria and to provide interested parties an opportunity to ask questions. The date, time and location of the pre-proposal conference is:

Nov 18, 2014, 1:00 p.m.
Washington Department of Health
309 Bradley Boulevard SE, Suite 201
Richland, WA 98352

5. Public Records

All records submitted to DES in connection with this RFP become public records. They are subject to disclosure unless specifically exempt under 42.56 RCW The Public records Act.

5.1 CONFIDENTIAL DOCUMENTS

- DES strongly discourages submission of "Confidential Material". DES considers Confidential Material to be any portion of your submission designated all or in part Confidential, Proprietary or Trade Secret (or the equivalent),
- DES reserves the right to return, reject or disqualify any submission that includes "Confidential Content".

5.2 PUBLIC RECORDS REQUESTS FOR YOUR RFP SUBMISSION

5.2.1 If a public records request seeks your RFP submission and if your submission includes content marked Confidential, Proprietary, Trade Secret (or the equivalent), then DES will

- Notify you of the date DES will disclose the requested records.
- Give you an opportunity to seek a court order that stops 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.
- 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 are instructed to submit **only hard copy proposals** using the Lease Proposal Form and including all required supporting documentation described herein no later than **3:00 P.M., January 06, 2015** (Pacific Time) at the address indicated below.

Proposals submitted via email or fax are not acceptable responses to this RFP.

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Physical Address:	Department of Enterprise Services Real Estate Services Attn: Neil Tuggle Project #212-06-14 1500 Jefferson Street SE Olympia, WA 98501
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Mailing Address: Note: FedEx, UPS, DHL, etc., do not deliver to PO Box addresses. Use the Physical Address above for these carriers.	Department of Enterprise Services Real Estate Services Attn: Neil Tuggle, Project #212-06-14 PO Box 41468 Olympia, WA 98504-1468
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The PROJECT LEAD and point of contact for this project is:

Neil Tuggle
Property and Acquisition
Specialist

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