



**REQUEST FOR PROPOSALS**

**HEALTH CARE AUTHORITY**

**(HCA)**

**Olympia**

**PROJECT NUMBER 330-10-15**

**Distribution Date: November 6, 2015**

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**INFORMATION AND INSTRUCTIONS FOR PROPOSERS**

**1 General**

The State of Washington (the State), acting through the Department of Enterprise Services (DES), on behalf of the Washington State Health Care Authority is requesting proposals to lease Existing Space, Space Under Construction or Planned Space.

1.1 Definitions:

- **“AGENCY”** means the Washington State Health Care Authority (HCA).
- **“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.
- **“DES”** means the Washington State Department of Enterprise Services.
- **“Phase III Response Forms”**: The term **“Invitation to Negotiate”** used in the RES Solicitation Manual is replaced in this Request for Proposals by the term **“Phase III Response Forms”**.
- **“PROJECT LEAD”** means the Project Property and Acquisition Specialist (Unless otherwise provided in the RFP or an amendment).
- **“RES”** means the Real Estate Services Office within the Washington State Department of Enterprise Services.
- **“RFP”** means Request for Proposals.
- **“SPACE REQUIREMENTS”** means the DES Leased Space Requirements 2005 edition, and the RES Accessibility Addendum (June 2007) attached as Appendix A.
- **“SPACE PLANNING DATA”** means the Modified Pre-Design (Space Planning Data) worksheet that the AGENCY developed, attached to this RFP as Appendix B.
- **“STANDARD LEASE”** means the DES Standard Lease template attached as Exhibit 6.

**2 Project Information and Instructions.**

2.1 Project Parameters

City	Olympia
General Area of Consideration	Olympia
Preferred Area	North Boundary – Olympia Avenue West Boundary – Water Street South Boundary – Union Avenue East Boundary – Eastside Street
Space Type	Conditioned Warehouse (includes office and mail processing spaces)
<b>Approximate</b> Rentable Square feet	<b>13,500 BOMA Rentable Square Feet</b>
Parking Spaces (Total)	Code Required
Initial Full Term	5 Years (Proposers may, at their discretion, include a 10 year term as an option.)
Desired Construction Substantial Completion	On or before <b>October 07, 2016</b>
Desired Beneficial Occupancy	On or before <b>October 10, 2016</b>
Desired Lease Commencement Date	<b>November 01, 2016</b>

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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. A conceptual depiction of the space in this RFP **Appendix C Conceptual Relationships**. Appendix C is conceptual only and is not to scale – it is only intended to provide a framework to describe how the Lease Space Requirements in Appendix A will apply to the spaces included in this RFP.

2.1.4. Additional information and instructions are included in **Exhibit 1 (Instructions To Proposers and Evaluation Considerations (Revised March 6, 2015))**. Proposers should carefully review this exhibit. The State reserves the right to cancel this RFP or modify the requirements, information and instructions contained in this RFP and any of its associated documents (including, but not limited to Exhibit 1) at any time and at its sole discretion for a reason or reasons that are not arbitrary and capricious or in violation of law.

2.1.5. 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.

2.1.6. The required Lease Proposal Form is included in **Exhibit 3 (Lease Proposal Form)** to this RFP.

2.1.7. 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.

2.1.8. 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.

2.1.9. 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.

2.1.10. The State reserves the right to cancel this RFP or modify the requirements, information, and instructions provided within this RFP, any of its associated documents and the Solicitation Manual at any time and at its sole discretion (see also Exhibit 1) for a reason or reasons that are not arbitrary and capricious or in violation of law.

2.2. Agency Goal For This Facility: The space will be used as a centralized mail-processing center. Staff in the space will process incoming mail, scan documents, batch, and prepare documents for distribution. The space will also store agency publications, supplies, furniture and equipment.

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

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important to the delivery of service by this office. These characteristics include, but are not limited to the following:

2.3.1 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.

2.3.2 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.

2.3.3 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 (1GB minimum). (See also Appendix A, Space Requirements.)

## 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. These characteristics include, but are not limited to the following:

2.4.1 Contiguous equipment and storage area, mail handling areas, office, and special areas as depicted in Appendix B Modified Pre-Design Space Planning Data.

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

2.4.3 The areas labeled "Office Environment" and "Mail Services and Processing" in Appendix C (total of approximately 7,951 square feet) will be required to meet all specifications of the RES Lease Space Requirements (LSR) and RES Accessibility Addendum (see Appendix 1.)

2.4.3.1 The area labeled "High Bay Storage and warehouse Space" (approximately 5,640 square feet) will not be required to meet the requirements of the LSR. The area labeled "High Bay Storage and warehouse Space" in Appendix C will be required to meet all building code requirements as well as the specifications included in this RFP.

2.4.4 The facility will require a minimum of two (2) exterior personnel doors.

2.4.5 Additional Information / requirements for the space labeled "High Bay Storage and warehouse Space" (see Appendix B and Appendix C):

2.4.5.1 Interior clear height of a minimum of 24 feet is highly desired.

2.4.5.2 A minimum of one (1) roll up door is required. Minimum dimensions of the roll up door is 10 feet by 10 feet.

2.4.5.3 Warehouse space must have access to a vehicle loading dock.

2.4.5.4 The space must have a sealed floor.

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2.4.5.5. Warehouse space will include storage racks (tenant provided) with four (4) levels that must be accessible by forklift. The storage and forklift accessible footprint is approximately 3,000 sq ft.

2.4.5.6. The the facility (including the space labeled “High Bay Storage and warehouse Space” (see Appendix B and Appenddix C)) must be securable.

2.4.5.7. The the space labeled “High Bay Storage and warehouse Space” (see Appendix B and Appenddix C) must be heated to maintain 68 degrees F.

2.4.5.7.1. Two spaces within the area labeled “Mail Services and Processing” in Appenddix C may require additional cooling – not because of an equipment requirement, but because the existence of the imaging equipment creates additional heat. Lower cooling set points for that zone or independent cooling units are required to keep the temperatures more comfortable for the employees in those spaces. This would be required for:

- HCA Hub Imaging Unit (HIU) – 981 s.f.
- Imaging Contractors (CNSI) – 216 s.f.

2.4.5.8 The warehouse should have standard 120v power available inside the space. One duplex receptacle for every 20 feet of lineal wall would be advantageous to the agency. Specific receptacle locations will be determined at a later date.

2.4.5.9. The warehouse should have at least two (2) 220v receptacles available. Specific receptacle locations will be determined at a later date.

Further details on the AGENCY’s unique requirements and desired characteristics are found in Appendix A SPACE REQUIREMENTS, Appendix B PROJECT SPACE PLANNING DATA and Appendix C CONCEPTUAL RELATIONSHIPS.

**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>

<b>Activity</b>	<b>Date</b>
<b>Phase I</b>	
Issue Request for Proposals	Nov 06, 2015
Pre-Proposal Conference	Nov 17, 2015
Question and Answer Period	Nov 17 – Dec 10, 2015
Issue amendments/addendums to RFP (if necessary)	No Later Than Dec 10, 2015
Proposals Due	Dec 14, 2015

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Phase II	
Proposals Opened and Reviewed for Responsiveness	Dec 15 – 17, 2015
Conduct Site Visits and Presentations	Jan 05 – Jan 07, 2016
Determine Proposals to Advance to Phase III	Jan 08, 2016

Phase III	
Request Phase III Response Forms	Jan 12, 2016
Evaluate Proposals	Jan 26, – 29, 2016
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	Feb 12, 2016

**4 Pre-Proposal Conference**

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Proposal Conference November 17, **10:00 AM** in the HCA facility located at 626 8th Ave SE to discuss the project scope, schedule, selection process and selection criteria and to provide interested parties an opportunity to ask questions.

**5 PROJECT DOCUMENTS**

5.1 Project documents and amendments are posted on the Real Estate Services (RES) website as well as the Washington Electronic Business Solutions (WEBS) website. All interested parties are encouraged to monitor both websites for amendments and other information regarding the project.

5.2 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>

**6. Public Records**

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

**6.1 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.

**6.2 PUBLIC RECORDS REQUESTS FOR YOUR RFP SUBMISSION**

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6.2.1 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

6.2.2 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.

6.3 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](mailto:publicrecords@des.wa.gov)

**7 Submission of Proposals**

7.1. Proposals must be submitted using the Lease Proposal Form with all required supporting documentation included with the Lease Proposal Form. Proposals not submitted using the Lease Proposal Form will be rejected as non-responsive.

7.2 Interested parties must submit one (1) original and one (1) copy of their proposal in physical paper format with all the required supporting documentation described herein no later than **3:00 PM, December 14, 2015** (Pacific Time) at the address indicated at the end of this section.

Physical Address:	Department of Enterprise Services Real Estate Services <b>Attn: Rick Bushnell, Project #: 330-10-15</b> 1500 Jefferson Street SE Olympia, WA 98504
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Mailing Address:	Department of Enterprise Services Real Estate Services <b>Attn: Rick Bushnell, Project #: 330-10-15</b> PO Box 41468 Olympia, WA 98504-1468
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The PROJECT LEAD and point of contact for this project is:

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Leasing Operations Manager

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