



**Project 346-09-13
DEPARTMENT OF SOCIAL AND HEALTH
Amendment 1
November 20, 2013**

(This amendment includes questions and answers from the Pre-Proposal Conference conducted November 6, 2013 at the Department of Enterprise Services, Olympia, WA)

1. Make the following change to the Request for Proposal dated October 25, 2013.

a. Section 1 General

(1) Currently Reads:

The State of Washington (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) Change to Read:

The State of Washington (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, Space Under Construction or Planned Space.

b. Section 2.1 Project Parameters;

Currently Reads:

City	Moses Lake
General Area of Consideration	Moses Lake, WA
Preferred Area	Within the city limits of Moses Lake and close to bus routes and major arterials for client transportation.
Space Type	Office
Approximate Usable Square feet	29,813 BOMA Usable Square Feet
Approximate Rentable Square feet	32,800 BOMA Rentable Square Feet
Parking Spaces (Total)	159
Initial Full Term	5 Years (Proposers may, at their discretion, include a ten year term as an option.)
Beneficial Occupancy	On or before January 10, 2015

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Construction Substantial Completion	On or before January 30, 2015
Lease Commencement Date	February 1, 2015

Change to Read:

City	Moses Lake
General Area of Consideration	Moses Lake, WA
Preferred Area	Within the city limits of Moses Lake and close to bus routes and major arterials for client transportation.
Space Type	Office
Approximate Usable Square feet	29,813 BOMA Usable Square Feet
Approximate Rentable Square feet	32,800 BOMA Rentable Square Feet
Parking Spaces (Total)	159 - 190
Initial Full Term	5 Years (Proposers may, at their discretion, include a ten year term as an option.)
Beneficial Occupancy	On or before July 10, 2015
Construction Substantial Completion	On or before July 30, 2015
Lease Commencement Date	August 1, 2015

c. Section 2.4 Building Characteristics:

(1) Currently Reads:

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 space and highly efficient load factor.
- A clear and identifiable public entrance.
- An effective, efficient and welcoming client lobby or reception area that also enhances security for clients and DSHS staff.
- Safe and confidential interview spaces and conference rooms that provide security for staff and clients.
- Adequate meeting spaces for both clients and staff
- Clear delineation between client and staff areas and entrances.

(2) Change to Read:

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:

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- Contiguous office space and highly efficient load factor.
- A clear and identifiable public entrance.
- An effective, efficient and welcoming client lobby or reception area that also enhances security for clients and DSHS staff.
- Safe and confidential interview spaces and conference rooms that provide security for staff and clients.
- Adequate meeting spaces for both clients and staff
- Clear delineation between client and staff areas and entrances.
- **DSHS requires a minimum of 159 parking stalls or up to a maximum of 190 parking stalls. The State encourages interested parties to propose innovative solutions to reach the required parking levels.**

2. The Pre-Proposal Conference for the Department of Social and Health Services new leased space project in the Moses Lake area was held in the DES Conference room on November 6, 2013 beginning at 10:30 AM.

a. The DES staff provided an overview of the project requirements and noted that proposers should anticipate a summary of the pre-proposal conference to be posted to the web site by way of an amendment to the RFP. The amendment will be posted to the RES website in the coming days.

b. The following paragraphs summarize the question and answer period from the Pre-Proposal Conference as well as the days following the Pre-Proposal Conference:

(1) Question: How much of the parking requirement is intended for employee and Agency vehicles?

Answer: 122 of the total parking stalls are intended for employee and Agency vehicles.

(2) Question: Are proposers required to submit a hard copy of their proposal?

Answer: Yes, proposers are required to submit a hard copy of their proposal and supporting documents to the address and prior to the closing date and time shown in the Request for Proposal.

(3) Question: What is meant by “a highly efficient load factor”?

Answer: The Agency and RES look for an efficient ratio of BOMA Usable Square Footage to BOMA Rentable Square Footage. The goal is to achieve a load factor of approximately 10%.

(4) Question: Has the Agency considered moving costs in the budget?

Answer: Yes.

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(5) Question: Does the State plan to release the budget information?

Answer: No.

3. Point of contact for all questions and comments is Seth Wallace, (360) 407-9291, seth.wallace@des.wa.gov. E-mail is the preferred method of communications for project related questions and comments.