



REQUEST FOR PROPOSALS

PROJECT 347-09-13

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

TOPPENISH / WAPATO

Distribution Date: Oct 11, 2013

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(RES Leased Space Requirements, July 2005 including the RES Accessibility Addendum, June 2007; DSHS Addendum, July 3, 2013)

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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 Social and Health Services (DSHS) is requesting proposals to lease Existing, Space Under Construction or Planned space.

1.1 Definitions:

- “SPACE REQUIREMENTS” means the DES Leased Space Requirements 2005 edition, the RES Accessibility Addendum (June 2007) and / or the DSHS Addendum, July 3, 2013 edition attached as Appendix A.
- “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 Social and Health Services.
- “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	Toppenish or Wapato
General Area of Consideration	Toppenish or Wapato, WA
Preferred Area	Within the city limits of either Toppenish or Wapato and close to bus routes for client transportation. Locations in close proximity to community partners and providers of health and social services to the tribe and other members of the community will be advantageous to DSHS.
Space Type	Office
Approximate Usable Square feet	8,648 BOMA Usable Square Feet
Approximate Rentable Square feet	9,513 BOMA Rentable Square Feet
Parking Spaces (Total)	76
Initial Full Term	5 Years (Proposers may, at their discretion, include a ten year term as an option.)
Beneficial Occupancy	On or before August 11, 2014
Construction Substantial Completion	On or before August 30, 2014
Lease Commencement Date	On or before September 1, 2014

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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. (Exhibit 2 - Definitions).

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 are included as Exhibit 2 (Definitions). The State reserves the right to modify these definitions at any time and for its own reasons.

At this time, the State will consider Existing, Space Under Construction and Planned Space for this project.

2.1.5 The required Lease Proposal Form is included in Exhibit 3 (Lease Proposal Form) to this Request for Proposal.

2.1.6. If a proposal will not meet a requirement of this Request for Proposal 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 Request for Proposal.

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 Request for Proposal.

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 Request for Proposal.

2.2 Agency Goal For This Facility:

The AGENCY needs office space in the Toppenish or Wapato area in order to meet the statutory requirements to provide Community Services Office (CSO), Developmental Disabilities Administration (DDA), Aging and Long Term Care Administration (Home and Community Services), and Department of Vocational Rehabilitation (DVR) services to this community. The new space sought with this Request for Proposal is intended to provide: Delivery of financial eligibility services, food benefit and social service programs; Delivery of eligibility services, programs and resources to children and adults with developmental disabilities; Delivery of developmental rehabilitation services; The facility should include safe and confidential areas for interviewing clients, parents and caretakers; adequate meeting space for family and community meetings; adequate and appropriate lobby space for clients and DSHS staff to interact; and workspace for social workers and other staff to complete paperwork.

2.3 Location Characteristics:

Properties submitted for consideration should be located within the Toppenish or Wapato area. Within that general area, the AGENCY has identified a number of characteristics as important to the delivery of service by this field office. These characteristics include, but are not limited to the following:

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- The area within the “Preferred Area” noted in section 2.1 above would be advantageous for DSHS in providing service to their clients.
- Proposed facilities should not be located in an area that is of an industrial or residential character.
- Proposed facilities that are in close proximity to an existing public transportation route or routes would be advantageous.
- Proposed facilities that provide ready access to arterial roads would be advantageous.
- Proposed facilities that are in close proximity to community partners and providers of health and social services to the tribe and other members of the community.

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.

Further details on the AGENCY’s unique requirements and desired characteristics are found in Appendix A SPACE REQUIREMENTS.

3 Estimated Schedule of Activities

Below is a current 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	Oct 11, 2013
Pre-submission Conference	Oct 22, 2013
Question and Answer Period	Oct 22 – Nov 15, 2013
Issue amendments/addendums to RFP (if necessary)	Nov 15, 2013
Proposals due	Nov 18, 2013
Proposals opened and reviewed for responsiveness	Nov 19 – Nov 26, 2013
Conduct site visits and presentations	Dec 3 – Dec 5 , 2013
Evaluate proposals	Dec 6 – Dec 14, 2013
Proposer Response to the Invitation to Negotiate	Dec 20, 2013

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Evaluate Proposals	Dec 23, 2013 – Jan 10, 2014
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	Jan 24, 2014

4 Pre-Proposal Meeting

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Submission Conference scheduled for Oct 22, 2013, 10:30 a.m. in Conference Room 2320, 1500 Jefferson Street SE, Olympia to discuss the project scope, schedule, selection process and selection criteria and to provide interested parties an opportunity to ask questions.

5 Submission of Proposals

Interested parties should submit a Proposal using the Lease Proposal Form with all the required supporting documentation described herein no later than 3:00 p.m., November 18, 2013 (Pacific Time) at the address indicated below.

Physical Address:	Department of Enterprise Services Real Estate Services Attn: Seth Wallace, Project #: 347-09-13 1500 Jefferson Street SE Olympia, WA 98504
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Mailing Address:	Department of Enterprise Services Real Estate Services Attn: Seth Wallace, Project #: 347-09-13 PO Box 41468 Olympia, WA 98504-1468
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The PROJECT LEAD and point of contact for this project is:

Seth Wallace,
Properties and Acquisition
Specialist

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P.O. Box 41015
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