



# **REQUEST FOR PROPOSALS**

**PROJECT 418-11-13**

**DEPARTMENT OF LICENSING**

**SPOKANE**

**Distribution Date: February 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 Licensing is requesting proposals to lease space that meets as shown in this Request for Proposal (RFP) as well as the appendices and exhibits to this RFP.

#### 1.1 Definitions:

- “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 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	Spokane
General Area of Consideration	North Spokane, WA
Preferred Area	Proposals within an area approximately bounded by East Hastings Road on the north; North Fraya Way on the east; East Trent Avenue on the south; and North Ash Street on the west.
Space Type	Office
<b>Approximate</b> Rentable Square feet	8,300 BOMA Rentable Square Feet
Parking Spaces (Total)	76 or Code Required (Whichever is greater)
Initial Full Term	5 Years (Proposers may, at their discretion, include a ten year term as an option.)
Beneficial Occupancy	On or before June 10, 2015
Construction Substantial Completion	On or before June 30, 2015
Lease Commencement Date	July 1, 2015

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2.1.1. Code Required parking spaces is based on the municipal code as well as 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. Additional information and instructions for proposers 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.

2.1.5 The required Lease Proposal Form is included in Exhibit 3 (Lease Proposal Form).

2.1.6. If a proposal will not meet one or more requirements of this RFP or Appendix A to this RFP, the proposer should provide a completed Exhibit 4 (Suggested Alternatives to Performance Requirements) listing each requirement that the proposal will not meet. Proposers may also use this form to recommend alternative methods of achieving the performance requirements listed in this RFP or Appendix A 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. The State Standard Lease form is subject to revision by the State at any time and for its own reasons.

### 2.2 Agency Goal For This Facility:

The AGENCY needs office space in the area described above in order to meet the statutory requirements to provide licensing services, hearings functions, and programs and services offices. The new space sought with this RFP will be a point of service for licensing services, including drivers licenses, identification cards, enhanced drivers licensing, driver records, and knowledge testing.

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

- Proposed facilities with easy access into and out of the parking area for DOL clients and visitors would be advantageous to the delivery of services for the AGENCY.
- Proposed facilities that facilitate identification of and access to a drive test area would be advantageous to the delivery of services for the AGENCY.
- Proposed facilities should not be located in an area that is of an industrial or residential character.

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- 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 major arterial roads would be advantageous.

## 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 DOL staff.
- Adequate meeting spaces for both clients and staff.
- Clear delineation between client and staff areas and entrances.
- The potential to accommodate a possible future expansion of this leased space may be advantageous to the AGENCY.

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 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>
Issue Request for Proposals	Feb 7, 2014
Pre-Proposal Conference	Feb 20, 2014
Question and Answer Period	Feb 13 – Mar 20, 2014
Issue amendments/addendums to RFP (if necessary)	Prior to Mar 21, 2014
Proposals due	Mar 24, 2014
Proposals opened and reviewed for responsiveness	Mar 25 – 28, 2014
Conduct site visits and presentations	Apr 8 – 10, 2014
Request for Best and Final Offer and List of References	Apr 15, 2014
Reference Checks and Evaluate Proposals	Apr 23 – May 6, 2014
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	May 13, 2014

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4 Pre-Proposal Conference

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Proposal Conference for February 20, 10:00 AM in the current DOL Facility, 6517 Lidgerwood, WA to discuss the project scope, schedule, selection process and selection criteria and to provide interested parties an opportunity to ask questions.

5. Public Records

DES is a state agency subject to the Public Records Act, ch. 42.56 RCW, and records prepared, owned, used or retained by DES relating to the conduct of government or the performance of governmental or proprietary functions are available for public inspection or copying, except as exempt under ch. 42.56 RCW or other state or federal law which exempts or prohibits disclosure of specific information or records. All records submitted to DES in connection with this RFP are public records subject to disclosure unless exempt under ch. 42.56 RCW.

Specific information and records submitted to DES in response to this RFP that the proposer desires to claim as exempt from disclosure under the provisions of ch. 42.56 RCW, or other state or federal law that provides for the nondisclosure of information, must be clearly identified and designated as "Exempt Information", and the statutory basis for exemption from disclosure upon which the proposer is making the claim must be cited in relation to the specific information claimed as exempt. The proposer shall be deemed to have conclusively released DES and the State from any claim of damages alleged to result from the disclosure of a record that is not clearly identified and designated as "Exempt Information." DES assumes no contractual obligation to support or enforce any claim of exemption by the proposer.

If a public records request is received by DES for any information that was submitted in response to this RFP that has been marked as "Exempt Information," DES will notify the proposer of the request and of the date that the records will be released to the requester unless the proposer obtains a court order enjoining that disclosure. If the proposer fails to obtain the court order enjoining disclosure, DES will release the requested information on the date specified. If a proposer obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to ch. 42.56 RCW, or other state or federal law that provides for nondisclosure, DES shall maintain the confidentiality of the information in compliance with the court order.

5.1 Confidential Documents

Unless special circumstances require it, DES will not ask you to submit confidential materials. If you do choose to submit confidential materials, place them in a separate envelope clearly and conspicuously marked: "CONFIDENTIAL" or "PROPRIETARY".

5.2 Public Records Requests For Your RFP Submission

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

- DES will notify you. We will identify the requestor and the date that DES will disclose the requested records,
- DES will give you an opportunity to seek a court order to stop DES from disclosing the records.

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5.3 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.

5.4 If you have any additional questions regarding the Public Records Act (PRA), please contact the DES Public Records Officer at 360.407.8768 or email [publicrecords@des.wa.gov](mailto:publicrecords@des.wa.gov)

6 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 PM, March 24, 2014 (Pacific Standard Time) at the address indicated below.

Physical Address:	Department of Enterprise Services Real Estate Services <b>Attn: Ron Wall, Project #: 418-11-13</b> 1500 Jefferson Street SE Olympia, WA 98504
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Mailing Address:	Department of Enterprise Services Real Estate Services <b>Attn: Ron Wall, Project #: 418-11-13</b> PO Box 41468 Olympia, WA 98504-1468
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The PROJECT LEAD and point of contact for this project is:

**Ron Wall,**  
Properties and  
Acquisition Specialist

1500 Jefferson Street SE  
P.O. Box 41015  
Olympia, WA 98504-1015

(360) 407- 9295  
[ron.wall@des.wa.gov](mailto:ron.wall@des.wa.gov)