



**Project 446-11-13**  
**EMPLOYMENT SECURITY DEPARTMENT**  
**Wenatchee**  
**Amendment 2**  
**April 11, 2014**

1. Make the following changes to the Request for Proposal dated March 7, 2014.
  - a. Request for Proposal, Part B, Paragraph 2.1

(1) **Currently Reads:**

City	Wenatchee
General Area of Consideration	Greater Wenatchee Area
Preferred Area	City Limits of Wenatchee or East Wenatchee
Space Type	Office
<b>Approximate</b> Rentable Square feet	<b>9,000 BOMA Rentable Square Feet</b>
Parking Spaces (Total)	63 – 70 spaces
Initial Full Term	5 Years (Proposers may, at their discretion, include a ten year term as an option.)
Beneficial Occupancy	On or before Jun 1, 2015
Construction Substantial Completion	On or before Jun 15, 2015
Lease Commencement Date	Jul 1, 2015

(2) **Change to Read:**

City	Wenatchee
General Area of Consideration	Greater Wenatchee Area
Preferred Area	City Limits of Wenatchee or East Wenatchee
Space Type	Office
<b>Approximate</b> Rentable Square feet	<b>9,352 BOMA Rentable Square Feet</b>
Parking Spaces (Total)	63 – 70 spaces
Initial Full Term	5 Years (Proposers may, at their discretion, include a ten year term as an option.)
Beneficial Occupancy	On or before Jun 1, 2015
Construction Substantial Completion	On or before Jun 15, 2015
Lease Commencement Date	Jul 1, 2015

AMENDMENT 2, REQUEST FOR PROPOSALS (RFP), PROJECT 446-11-13,  
EMPLOYMENT SECURITY DEPARTMENT

b. Request for Proposal, Part B, Paragraph 3

(1) **Currently Reads:**

<b>Activity</b>	<b>Date</b>
Issue Request for Proposals	Mar 7, 2014
Pre-Proposal Conference	Mar 19, 2014
Question and Answer Period	Mar 11 – Apr 10, 2014
Issue amendments/addendums to RFP (if necessary)	Apr 10, 2014
Proposals due	Apr 14, 2014
Proposals opened and reviewed for responsiveness	Apr 15 – Apr 18, 2014
Conduct site visits and presentations	Apr 29 – Apr 30, 2014
Invitation to Negotiate	May 5, 2014
Evaluate proposals	May 13 – Jun 6, 2014
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	Jun 20, 2014

(2) **Change to Read:**

<b>Activity</b>	<b>Date</b>
Issue Request for Proposals	Mar 7, 2014
Pre-Proposal Conference	Mar 19, 2014
Question and Answer Period	Mar 11 – Apr 10, 2014
Issue amendments/addendums to RFP (if necessary)	Apr 10, 2014
Proposals due	<b>Apr 16, 2014</b>
Proposals opened and reviewed for responsiveness	Apr 15 – Apr 18, 2014
Conduct site visits and presentations	Apr 29 – Apr 30, 2014
Invitation to Negotiate	May 5, 2014
Evaluate proposals	May 13 – Jun 6, 2014
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	Jun 20, 2014

c. Request for Proposal, Part B, Paragraph 6

(1) **Currently Reads:**

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., Apr 14, 2014 (Pacific Time) at the address indicated below.

(2) **Change to Read:**

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., **Apr 16**, 2014 (Pacific Time) at the address indicated below.

AMENDMENT 2, REQUEST FOR PROPOSALS (RFP), PROJECT 446-11-13,  
EMPLOYMENT SECURITY DEPARTMENT

d. Request for Proposal, Appendix B, Project Space Planning Data Sheet.

Replace the published Appendix B, Project Space Planning Data Sheet with the attached **Appendix B, Project Space Planning Data Sheet, Corrected Version, April 11, 2014.**

2. Point of contact for all questions and comments is Ron Wall, (360) 407- 9295, ron.wall@des.wa.gov. E-mail is the preferred method of communications for project related questions and comments.



State of Washington

## MODIFIED PRE-DESIGN (SPACE PLANNING DATA)

As required by RCW 43.82.035

As of October 30, 2009

**Instructions:** This form should accompany the appropriate **Modified Pre-design** and is to be completed for all agency requests for new leases, purchases, relocations or expansions. This tool is expected to provide an estimated rentable square footage and an understanding of how the requested space will be used. When complete print the entire workbook.

In addition to providing the necessary information to gain preliminary project approval, data supplied in this document will be used to:

- Develop the request for proposal or market search for space,
- Evaluate qualifying proposals ability to meet the program needs,
- Develop a space plan.

The following pages include summary instructions at the top of each page. Prompts are provided through out the document. If you are unclear about how to complete any of the elements or need assistance calculating space, the Department of General Administration's Real Estate Services can assist in developing this document.

### Project Summary Information (from the following sheets)

**Project Title:** Wenatchee WorkSource Relocation (ESD) **Date:** 9/30/2013

	<b>5-Year</b>	<b>10-Year</b>
Square Feet for Workspaces: Private Office/Workstation	1,958	1,958
Square Feet for Lobbies, Meeting Rooms, and Training Rooms	2,240	2,240
Square Feet for Equipment, Storage and Workrooms	600	600
Square Feet for Other Office Support Areas	675	675
Square Feet for Special Areas	600	600
<i>Total Program Area</i>	<i>6,073</i>	<i>6,073</i>
<i>Internal Circulation (40% of Total Program Area)</i>	<i>2,429</i>	<i>2,429</i>
<b>Usable Square Feet (Total Program Area+Internal Circulation)</b>	<b>8,502</b>	<b>8,502</b>
<i>Non-Assignable Common Areas (10% of Usable Square Feet)</i>	<i>850</i>	<i>850</i>
<b>Total Rentable Square Feet (Usable + Non-Assignable Common Areas)</b>	<b>9,352</b>	<b>9,352</b>
<b>Total Workspaces</b>	<b>26</b>	<b>26</b>
<b>Square Feet Per Workspace</b>	<b>360</b>	<b>360</b>







Mail Room	IT Storage/Workroom Area	
-----------	--------------------------	--



Project Title		Wenatchee WorkSource Relocation (ESD)			Date:		9/30/2013
<b>Instructions:</b> Identify the types of special areas that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this							
SPECIAL AREAS							
TYPE OF SPACE	SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION	
	SQUARE FEET PER SPACE	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENTS)	
Client Restrooms - Men	150	1	1	150	150		
Client Restrooms - Women	150	1	1	150	150		
Staff Restrooms - Men	150	1	1	150	150		
Staff Restrooms - Women	150	1	1	150	150		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
				0	0		
<b>TOTAL SQUARE FEET FOR SPECIAL AREAS</b>				<b>600</b>	<b>600</b>		

**TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY**

Interview Rooms	Clinic/Health Unit	Emergency Operations Center
Laboratory	Loading Dock	Emergency Generator System
Shop	Locker Room	Client Restrooms