



**Project 454-12-13  
Utilities and Transportation Commission  
Olympia  
Amendment 1  
June 13, 2014**

**(This amendment includes questions and answers from the Pre-Proposal Conference conducted Jun 2, 2014 at the Utilities and Transportation Commission, Olympia, WA)**

1. Make the following changes to the Request for Proposal dated May 16, 2014.

a. Request for Proposal, page 7 of 7, Section 6, Submission of Proposals

(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 PM, Jun 30, 2014 (Pacific Time) at the address indicated below.

(2) Change to Read:

Interested parties should submit a Proposal using the Lease Proposal Form **(in a physical paper copy format)** with all the required supporting documentation described herein no later than 3:00 PM, Jun 30, 2014 (Pacific Time) at the address indicated below. **E-Mailed, electronic copies of the proposal will not substitute for the requirement for submission of a physical copy of the proposal.**

b. a. Request for Proposal, page 4 of 7, Section 2.3 Location Characteristics:

Add the following paragraph:

- Proposed facilities that are located within the boundaries described in the Preferred Leasing Area policy will receive preference in the selection process. Interested parties should go to the following link for a copy of the Preferred Leasing Area policy:  
<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/RES/PreferredLeasingAreasPolicy.pdf>

Interested parties should go to the following link for maps of the current Preferred Leasing Areas:

<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/RES/PDA-PLA.pdf>

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2. The Pre-Proposal Conference for the Department of Revenue new leased space project in the Olympia / Tumwater area was held in the Utilities and Transportation Commission Conference room on Jun 2, 2014 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.

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

(1) **Question:** Who is the primary point of contact for the project?

**Answer:** The primary point of contact is Ron Wall and his contact information is provided in the RFP on page 7 of 7. If interested parties are unable to contact Ron Wall, they should contact Phillip Person at 360-407-9286 or phil.person@des.wa.gov.

(2) **Question:** What are some of the unique business needs for this facility?

**Answer:** Pages 4 of 7 and 5 of 7 in the RFP provide information regarding the specific business needs of the AGENCY for this project. To highlight a few of these items the Solicitation Team provided the following:

(a) The facility should provide a welcoming and professional appearance for visitors, customers and employees. The AGENCY routinely hosts hearings, meetings and conferences and the appearance and function of the leased space should support the agency goals as described in paragraph 2.2 of the RFP.

(b) The facility must accommodate two hearings spaces (one large and one small) to accommodate simultaneous public events. Facilities that provide controlled public access to these meeting spaces on the ground floor of the building are desirable.

(c) Proposals that incorporate use of natural lighting in the proposed design may be advantageous to the State.

(3) **Question:** Should proposers look for opportunities to provide an equivalent office space in a smaller rentable square footage than what is requested in the RFP?

**Answer:** While the State does value a highly efficient load factor, all of the office components listed in Appendix 2 (Project Lease Space Planning Data Sheet) were optimized during the planning phase of this project. The State may consider proposals that demonstrate the ability to use less rentable through the use of proven design principles yet without compromising the identified office space requirements. If this applies, proposers should clearly demonstrate how and where the efficiencies are in the design as well as demonstrate that the requirements of the components of Appendix B are still met in the proposal.

(4) **Question:** Is a multi-floor proposal acceptable?

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**Answer:** Yes, but interested parties should remember that proposals providing controlled public access to two hearings spaces (one large and one small) on the ground floor of the building may be advantageous to the State.

3. 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.