



QUESTIONS AND ANSWERS FROM THE PRE-PROPOSAL CONFERENCE
CONDUCTED OCTOBER 30, 2012
STATE OF WASHINGTON
Department of Enterprise Services
Real Estate Services

Project 041-03-12 –DEPARTMENT OF SOCIAL AND HEALTH SERVICES – VANCOUVER

The Department of Enterprise Services (DES), on behalf of The DEPARTMENT OF SOCIAL AND HEALTH SERVICES (DSHS) conducted the pre-proposal conference on October 30, 2012 at 1500 Jefferson St., Olympia, WA.

1. Make the following **two** changes to the Request for Qualifying Information dated October 12, 2012 under “Informational Submittal”:

Currently reads:

Interested parties must submit a letter of interest and supporting information no later than November 22, 2012. Submitted qualifications should include:

- Letter of Interest
- Project number.
- Proof of control, or authority to represent, and confirmation of the ability to finance/develop/manage such a project for the time of the lease solicitation.
- The exact location and description of the facility and/or site.
- Parking information.

Change to read:

Interested parties must submit a letter of interest and supporting information no later than **November 26, 2012.** Submitted qualifications should include:

- Letter of Interest
- Project number.
- Proof of control, or authority to represent, and confirmation of the ability to finance/develop/manage such a project for the time of the lease solicitation.
- The exact location and description of the facility and/or site.
- Parking information.
- **Phase 1 Environmental Study**

2. The following are the questions and answers from the 30 Oct 2012 conference.

- a. **Question:** Are there any differences between the space planning data provided in this Request for Qualifying Information and the previous Request for Qualifying Information?

Answer: No, the space planning data is unchanged.

- b. **Question:** Is there any provision in the schedule to enable proposers to meet the timelines of the City of Vancouver's review process? For example, if the city indicates they require 120 days for review of the SEPA documentation will the solicitation schedule allow for the proposers to have an opportunity to submit their permit packet and receive a response?

Answer: DES will consider the municipality's approval timeline in the request for proposal instructions provided to the proposers.

- c. **Question:** How is the Real Estate Services decision documented?

Answer: Each stage of the Solicitation Process is documented on a form RES titled the "Decision Memorandum".

The background of how the solicitation team made its recommendation of the overall best value to the state and to DSHS and the recommendation of an Apparent Successful Proposer is documented in a matrix attached to the final phase of the Decision Memorandum.

- d. **Question:** How important is the cost in the decision making process?

Answer: Cost is one component of the Solicitation Team's decision making process in determining the overall best value for the state and for DSHS, but it is not the sole component. The team will consider all factors in making its recommendation and the categories reflected on the Evaluation Forms provide the framework for the Solicitation Team's discussion. Proposers are invited to review the evaluation forms that are available on the web site.

Additionally, upon receiving the proposer's response to the invitation to negotiate the Leasing Agent will apply a cost calculator to the remaining proposals and determine the three lowest cost proposals. The Solicitation Team will then consider these three lowest proposals as determined by the cost calculator and recommend an Apparent Successful Proposer to the RES Manager.

- e. **Question:** Does the 72,400 sq ft in this RQI reflect the total space currently leased in the Tower Mall?

Answer: The 72,400 sq ft is less than DSHS currently occupies in Tower Mall.

- f. **Question:** Is it possible to comment on why the previous solicitation did not go through to completion?

Answer: DSHS assessed the situation and decided to cancel the previous solicitation and re-advertise with the criteria reflected in this RQI.

Also, it is the policy of DES to first look for existing space and to first seek a five year lease.

g. Question: Is there any preference between a five and ten year lease?

Answer: DES endeavors to negotiate for five year leases, but recognizes that a ten year lease may be required in order for proposers to make a viable proposal for new or proposed space.

h. Question: Would it be possible for the proposers to receive additional information regarding needed adjacencies within the proposed space?

Answer: The Modified Pre-Design (MPD) Space Planning Data is broken out by Administration. Please review the Space Planning Data for further information.

i. Question: Is there an expectation that the proposers will provide a space planning drawing with the proposal?

Answer: There is an expectation that the proposer will provide sufficient information so that the Solicitation Team can make a reasoned assessment of the proposed space and how well the programs will fit in the proposed space.

j. Question: What is the parking requirement?

Answer: The requirement is that the proposer will provide code parking. The proposer should demonstrate in the response to the RQI that the proposal will meet the code parking requirement.

Additionally, parking is one of the criteria that the Solicitation Team will consider as they make their determination of the best overall value to the state and to DSHS.

k. Question: Is sustainability a requirement?

Answer: Sustainability is not currently a requirement within the Lease Space Requirements (LSR's), but there is a Governor's Executive Order for an Energy Star rating of 75 that will be a criteria considered by the Solicitation Team.

l. Question: Is there a LEED requirement or goal for this project?

Answer: LEED is not currently required for leased facilities, but there is a Governor's Executive Order for Energy Star rating of 75 that will be a criteria considered by the Solicitation Team.

m. Question: Is there a budget approval on which this project is contingent?

Answer: There is an approved budget for this project.

n. Question: Are the dates for intermediate tasks within the project available?

Answer: The detailed project schedule will be posted on the web site as soon as possible.

o. Question: Would DSHS consider an incremental occupancy?

Answer: DSHS would definitely consider a proposal to occupy a site incrementally, but the state is precluded from paying rent for two spaces for the same organization.

3. If proposers have additional questions, they are encouraged to contact Julie Blume at:

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