



PROPOSER QUESTIONS AND RES ANSWERS REGARDING  
PROJECT 053-03-12 – EVERETT COMMUNITY COLLEGE, EVERETT, WA

STATE OF WASHINGTON  
Department of Enterprise Services  
Real Estate Services

Project 053-03-12 – Everett Community College, Everett

The Department of Enterprise Services (DES), on behalf of The Everett Community College conducted the pre-proposal conference on March 21, 2013 at 1500 Jefferson St., Olympia, WA.

1. The following informational items were reviewed by the Real Estate Services (RES) staff:
  - a. The RQI lists specific requirements for the proposers to provide in the current Request for Qualifying Information (RQI) phase of the project.
  - b. Proposers should not rely on any other communication oral or written other than an official bid amendment that is made public. Should you rely on any other communication, including manifestations made by state employees other than the Leasing Agent, you do so at your own risk and expense.
  - c. The contact person for this solicitation is Guy Winkelman, (360) 407-9294, [guy.winkelman@des.wa.gov](mailto:guy.winkelman@des.wa.gov)
  - d. DES will conduct an administrative screening of Letters of Interest to ensure proposed sites meet the state's basic requirements as outlined in the RQI.
  - e. DES will invite owners or landlords of sites that meet the base requirements to submit proposals to lease to the State. A request for proposal packet will be distributed and evaluations of potential sites will be completed. Qualified proposers will have an opportunity to make an oral presentation to the DES / Everett Community College Solicitation Team at a date and time to be determined.
  - f. Those sites evaluated that meet all the detailed Lease Space Requirements, the RES Accessibility Addendum, and are of a competitive value for the State of Washington will be invited to Negotiate for determination of the best value property for this solicitation and reference checks will be performed.
  - g. Proposers are encouraged to review the RES Lease Solicitation Manual which is available on-line at:  
[http://www.des.wa.gov/about/FormsPubs/Pages/Publications.aspx#real\\_estate](http://www.des.wa.gov/about/FormsPubs/Pages/Publications.aspx#real_estate)
2. A list of the questions and answers discussed during the Pre-Proposal Conference are summarized in the following list.
  - a. Q: Is the occupancy date of January 1, 2014 a "hard date"?



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A: The College requires occupancy by January 1, 2014 as shown in the Request for Qualifying Information.

b. Q: What will constitute a proof of control or authority to represent?

A: Examples of authority to represent would include a copy of the listing agreement or a notarized letter from the owner.

c. Q: What is required for confirmation of the “ability to finance/develop/manage such a project for the time of the lease solicitation”?

A: An example of a confirmation would be a line of credit from a bank or financial institution showing an appropriate line of credit for this project.

d. Q: How much time will be needed to complete the administrative review of the responses to the RQI?

A: Typically RES requires a few days to conduct the administrative screening. Requests for proposals will go to each of the proposers that passed the administrative screening. Typically, proposers are provided 2 to 3 weeks to respond to the RFP, but the allowed response time is determined by the complexity of the project.

e. Q: Will the walk-through of the proposed site occur after the presentation?

A: When the RQI is for existing for an existing facility, typically the walk-through immediately follows the oral presentation. RES will coordinate the date, time and location details of the presentation and walk-through with each proposer. If practical, the presentation will occur at the proposed facility.

f. Q: How much time will be needed to complete the analysis of the results of the walk-through and presentation?

A: Typically RES requires a few weeks to conduct the analysis of the proposals and to send the Invitation to Negotiate to the qualified proposers.

g. Q: Will there be a cut off for questions and answers?

A: The goal is to post the questions and answers from this pre-proposal conference on the RES web site before the close of business on Friday, March 22, 2013 so that all proposers



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have an opportunity to benefit from the exchange of questions and answers. Follow-up questions and answers will also be posted to the RES web site.

h. Q: Can proposers chose to provide hard copy or e-mail responses?

A: Both hard copy and e-mailed responses will be accepted provided they meet the deadline.

i. Q: At this RQI phase, are the specific proposed lease terms evaluated?

A: The administrative review will look to ensure that the proposer will meet the lease terms as shown in the RQI. The specific dollar value is not evaluated during the administrative review.

j. Q: May a proposer include both 5 and 10 year lease term options in their response to the RQI?

A: Proposers are not restricted from proposing additional lease term options, but the response to the RQI must include the terms that are shown in the RQI to be considered a qualified response.

k. Q: Does the college know the long plan for the program that will use this facility?

A: No, the college cannot predict the plan for this program other than the 5 year lease terms in this RQI. Some of the college programs that will move into this proposed facility have existed for some time.

l. Q: Is there a preference for this facility to be located near the campus core?

A: Proximity to Paine Field may be seen as a positive consideration, but this solicitation will consider qualifying proposals for facilities within the boundaries provided in the RQI.

m. Q: Are proposals required to be fully serviced?

A: The RQI indicates that the state prefers fully serviced leases, but proposals are not required to be fully serviced.

n. Q: Is a cancellation clause required?



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A: The College is approved for a 5 year lease term. If the college were to require a cancellation clause RES would structure the lease appropriately.

o. Q: What will be manufactured and does that area require HVAC?

A: The manufacturing area will include a metal shop and yes it will require HVAC.

p. Q: What is the intake and storage?

A: The intake and storage needs to include elements such as a roll up door, protection from the elements and security. Proposers should recognize that the information provided is very schematic and conceptual.

q. Q: How large is the outdoor work area?

A: The outdoor work area is intended to be used by large delivery trucks and will likely need to accommodate at least 18 foot delivery vehicles.

r. Q: What does AWS mean?

A: AWS = American Welding Society

s. Q: What is open structure?

A: This indicates that there is likely to be exposed trusses in this area.

t. Q: What is a dirty lab?

A: This indicates that there will likely be activities in this area that will produce finite particles.

u. Q: What is a clean lab?

A: This indicates an area that will not include activities such as sanding and grinding.

v. Q: Is there a specification for the exhaust requirements?

A: No. The classroom and office components will follow the RES Leased Space Requirements (LSR), but the manufacturing component we see as including concrete floors.



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The entire building will still have to be energy efficient especially with regards to components such as lighting.

w. Q: Would it be correct to consider the classroom, office, etc will be bid as a standard office type facility complying with the LSR, but the manufacturing areas will be considered an empty shell and will be largely defined by the tenant improvements?

A: That would be a reasonable approach.

x. Q: Why is there a difference in the number of men's and women's lockers?

A: The numbers are based on the anticipated future student population. The exact number of men's and women's lockers will be coordinated with the local building officials during the permitting phase of the project.

y. Q: Are showers required?

A: The project description is very schematic at this point. Showers may be required.

z. Q: What is the flex space?

A: The project requires 40,000 square feet. The flex space is undefined space that will be required as the program is designed into the selected facility.

aa. Q: What do the colors on the drawing signify?

A: The drawing is intended to provide a conceptual view of a possible space layout. The yellow areas are a typical office or classroom type of space that will be required to meet all aspects of the RES LSR. The blue areas are intended to indicate the manufacturing areas and will be not fit neatly into the LSR requirements.

bb. Q: What was the outcome of the first effort to fulfill the College's requirement?

A: The College previously conducted an informal feasibility study to consider the availability of facilities to house this program. At the conclusion of that effort, the decision was made to initiate a new leased space solicitation through RES.

3. In addition to the questions asked during the Pre-Proposal Conference, potential proposers asked the following questions. The questions and answers are provided in the following list:



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a. Q: Is 24 hour per day / 7 day per week access required for the 100 parking spaces listed in the RQI?

A: Yes, the College requires 24/7 access to these dedicated parking stalls.

b. Q: Will only five-year lease terms be initially considered in response to the RFQ?

A: Responses to the RQI must include the lease terms in listed in the RQI to be considered qualified, but proposers may include additional lease terms in their response to the RQI if so desired.

c. Q: Will only existing facilities be considered or are new construction proposals welcome?

A: The RQI requires proposals meet the RES definition for existing office space.