



REQUEST FOR PROPOSALS

OFFICE OF ADMINISTRATIVE HEARINGS

PIERCE COUNTY, WASHINGTON

DES PROJECT# 21-03-104

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1 Definitions

- 1.1 **“AGENCY”** refers to the Washington State Office of Administrative Hearings (OAH).
- 1.2 **“BENEFICIAL OCCUPANCY”** is the date that the Agency is given access to the leased space for the purposes of configuring their furnishings, equipment, low voltage wiring, and for coordinating the work of their vendors with the lessor’s contractor.
- 1.3 **“BOMA”** refers to the Building Owners and Managers Association, and **“ANSI”** refers to the American National Standards Institute, (ANSI)/BOMA Z65.1 Floor Measurement Standards (Office).
- 1.4 **“DES”** refers to the Washington State Department of Enterprise Services.
- 1.5 **“HISTORIC DISTRICT”** means a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history [36 CFR 60.3(D)]. The Historic District must be included in or be determined eligible for inclusion in the National Register of Historic places.
- 1.6 **“HISTORIC PROPERTY”** means any prehistoric or Historic District, site, building, structure, or object included in or determined to be eligible for inclusion in the National Register of Historic Places maintained by the Secretary of the Interior [39 CFR 800.16(1)]. A determination of eligibility related to “historic” as referred to in Executive Order 87-04 means a decision by the Department of the Interior that a district, site, building, structure or object meets the National Register criteria for evaluation although the property is not officially listed in the National Register [39 CFR 60.3(c)].
- 1.7 **“INVITATION TO PHASE III NEGOTIATION”**: Conforming proposals will receive an invitation to participate in Phase III Negotiations.” Phase III Response Forms will accompany the invitation.
- 1.8 **“LEASING AGENT”** means the leasing agent assigned to the project, unless otherwise provided in the RFP or amendments.

- 1.9** “**NATIONAL REGISTER OF HISTORIC PLACES**” means the National Register of districts, sites, buildings, structures and objects significant in American history, architecture, archeology, engineering and culture that the Secretary of the Interior is authorized to expand and maintain under the Historic Preservation Act (36 CFR 60.1).
- 1.10** “**RES**” refers to the Real Estate Services office within the Washington State Department of Enterprise Services.
- 1.11** “**RFP COORDINATOR**” refers to the RES Property and Acquisition Specialist responsible for coordinating the solicitation process, who is the point of contact throughout the solicitation.
- 1.12** “**RFP**” means Request for Proposals.
- 1.13** “**SPACE PLANNING DATA**” refers to **Exhibit 4**, Space Planning Data Sheet (the Modified Pre-Design) developed by the Agency and approved by the Office of Financial Management.
- 1.14** “**SPACE REQUIREMENTS**” refers to **Appendix B** RES Leased Space Requirements Edition 1.0, and **Appendix C** New Space Addendum 1.0.
- 1.15** “**STANDARD LEASE**” refers to **Exhibit 5**, the DES standard lease template.
- 1.16** “**SUBSTANTIAL COMPLETION**” is a project milestone occurring subsequent to the punch list inspection and receipt of the Certificate of Occupancy from the local building code official.
- 1.17 TYPES OF SPACE**
- 1.17.1 “EXISTING SPACE”** is defined as a building that includes either:
- (a) Footings, foundations, and a roof in place for the required square footage; or
 - (b) Footings, foundations, and a roof in place for 70% of the required square footage and the demonstrated ability to meet the required square footage requirements.
- 1.17.2 “SPACE UNDER CONSTRUCTION”** is defined as a project that includes the following:
- (a) A building permit; and
 - (b) A loan commitment (or proof of funds) necessary to complete the project.
- 1.17.3 “PLANNED SPACE”** is defined as a project including the following:
- (a) Authority from the controlling municipality to proceed with the construction of the project as contained in the following:
 - 1) Site plan approval, or local equivalent to proceed with the specific project; and
 - 2) State Environmental Policy Act (SEPA) Determination of Non-Significance (DNS) for the specific project; or
 - 3) Mitigated Determination of Non-Significance (MDNS) for the specific project; and
 - (b) Lender’s letter of credit or letter of interest.

2 Project Information:

The State of Washington (State), acting through the Department of Enterprise Services (DES) on behalf of the Office of Administrative Hearings (OAH), is requesting proposals to lease **EXISTING SPACE, SPACE UNDER DEVELOPMENT, or PLANNED SPACE** (see Section 1.17 – Types of Space).

2.1 Project Parameters

Project Parameters Table

City	Pierce County, WA.
Preferred Area	Please refer to the “Exhibit 6 - Catchment Area Map.”
Space Type	Office (please refer to “Exhibit 4 - Space Planning Data”
<u>Approximate</u> Rentable Square Feet	7,580 “BOMA” Rentable Square Feet
Parking Spaces (Total)	Number of stalls required is equal to that required by local code. (See 2.1.1)
Initial Full Term	A lease term of five (5) years is required. Proposers may include, at their own discretion, a ten (10) year lease proposal.
Beneficial Occupancy	A minimum of three (3) week(s) prior to lease commencement for below-ceiling low-voltage cabling and furniture installation.
Substantial Completion	A minimum of one (1) week prior to lease commencement.
Lease Commencement Date	No later than July 1, 2022 <i>or as soon as possible thereafter.</i>

- 2.1.1** Per RCW 43.01.240, required parking is based on jurisdictional standards. Additional Agency parking may be advantageous and in some cases necessary (when programmatic and business practices require extensive visitor parking, staff training or Agency vehicle parking).
- 2.1.2** The proposal must include or be improved to include the infrastructure to support one (2) or more “Level 2” charging stations at designated parking stalls, with (Two) (2) charging heads on each station, serving a total of (Four) (4) parking stalls. Agency to provide the charging heads at their sole cost and expense, and the Proposer to provide the infrastructure and installation of Agency provided heads at the Proposer’s sole cost and expense. Infrastructure to include the necessary conduit for both power and data back to the building’s electrical panel or subpanel, required signage, accessible route and parking lot striping
- 2.1.3** Prevailing Wage: Proposer and Proposer’s vendors and contractors shall pay Prevailing Wages or applicable Federal Wages to all workers, laborers, or mechanics employed in the performance of any part of the proposed project in accordance with RCW 39.12 and the rules and regulations of the Washington State Department of Labor and Industries (L&I). Proposer agrees to comply with the provisions of RCW 39.12 as required under RCW 39.04.260 unless specifically exempted by the L&I. Submit all compliance

paperwork directly to L&I, who makes all determinations regarding the applicability of Prevailing Wage. For additional information, visit L&I's website at <http://www.lni.wa.gov/TradesLicensing/PrevailingWage/default.asp>

- 2.1.4 Specific proposal requirements and assessment criteria are in **Appendix A**. Proposers should carefully review this exhibit. The State reserves the right to modify these instructions at any time and at its sole discretion.
- 2.1.5 General information and requirements for leased space are in **Appendix B** Leased Space Requirements (LSR) Edition 1.0.
- 2.1.6 Minimum requirements and specifications for new-leased space are in **Appendix C** New Space Addendum Edition 1.0.
- 2.1.7 The definitions that the Department of Enterprise Services uses to describe proposed leased space (including the definitions of "Existing Space," "Space Under Construction," or "Planned Space") are defined in this document in section 1.17 Types of Space. The State reserves the right to modify these definitions at any time and for any reason.
- 2.1.8 The required Lease Proposal Form is included in **Exhibit 1**.
- 2.1.9 If an element of a proposal will not meet a performance requirement of this RFP as outlined in the **Appendix B** Space Requirements, the Proposer should complete the form included as **Exhibit 2** Alternatives to Performance Criteria and Specifications.
- 2.1.10 **Exhibit 3** Proposal Checklist, is provided for Proposer reference and use. Proposers may use the Proposal Checklist as a helpful reference tool when compiling their proposal packet. Proposers are NOT required to submit the completed checklist with their proposal packet.
- 2.1.11 Project specific space planning data is described in **Exhibit 4** Space Planning Data.
- 2.1.12 Any lease resulting for this RFP will be required to use the State Standard Lease Template and is included as **Exhibit 5**.
- 2.1.13 Office of Administrative Hearings "Catchment Area Map" is in **Exhibit 6**.

2.2 Location Characteristics

Properties submitted for consideration are located in the General Area of Consideration noted in Section 2.1 as "Preferred Area." In addition, within the 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:

- 2.2.1 Proposed facilities should be in an appropriately zoned area with Agency business model being an acceptable conforming use.
- 2.2.2 Proposals that offer additional pooled parking may be advantageous to the Agency.
- 2.2.3 Proposals that are located in close proximity to an existing public transportation route or routes may be advantageous to the Agency. Additionally, proposed facilities served by public transportation with hourly service (or more) during the hours of 6 AM to 6 PM may

be advantageous to the Agency.

- 2.2.4 Proposals that provide ready access to freeway and other major arterial roads may be advantageous to the Agency.
- 2.2.5 Proposals that are not located within or in close proximity to 100-year flood plain (as defined by the Federal Emergency Management Agency (FEMA) may be advantageous to the Agency.
- 2.2.6 Proposed facilities must be in areas with sufficient infrastructure in place to support the Agency operational needs to include high-speed data and telephone infrastructure. (See also **Appendix B** Space Requirements.)

2.3 Building Characteristics

The State and the Agency have identified some unique building characteristics as being advantageous to the Agency's functions, which includes the delivery of services to its clients. These characteristics include, but are not limited to the following:

- 2.3.1 Contiguous office, equipment, storage, and special areas as depicted in **Exhibit 4** Space Planning Data Sheet, with a highly efficient load factor.
- 2.3.2 A facility with a single floor plate and on the ground floor of a building may be advantageous to the Agency.
- 2.3.3 An effective, efficient, and welcoming customer lobby or reception area, with clear delineation between building common areas and public access to tenant space, and restricted staff areas. p (See **Exhibit 4** Space Planning Data Sheet.)
- 2.3.4 Emission reduction initiatives are listed in Executive Order 20-01 State Efficiency and Environmental Performance (SEEP). SEEP directs State Agencies to pursue cost effective opportunities to reduce building energy use. Agencies will consider a facility with a documented or calculated low Energy Use Intensity score (EUI) to be advantageous. Building shell construction, air sealing, insulation, electrical and lighting systems, and HVAC systems in State leased facilities are required to meet or exceed the Washington State Energy Code. The State encourages building elements and systems that exceed code minimums set forth in the Washington State Energy Code, referenced in Chapter 4 Commercial Energy Efficiency, and Chapter 5 Existing Buildings, these systems and elements must be supported by documented energy savings.
- 2.3.5 For additional project requirements and desired characteristics, refer to the appendices.

3 Estimated Schedule of Activities

Below, section 3.1 RFP Activity, is a list of significant dates of the RFP process. Section 3.2 Project Milestones (Post ASP Award) is a list of project milestones. 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>

NOTE: All DES activities will be following the latest Washington State and CDC requirements and recommendations for COVID-19. Please contact the RFP Coordinator

for any specific questions as they relate to this RFP.

3.1 RFP Activity

RFP Activity Table

Phase I	
Issue Request for Proposals	April 9, 2021
Pre-Proposal Conference (via Teleconference)	April 23, 2021
Question and Answer Period Ends	May 21, 2021
Issue amendments/addendums to RFP (if necessary)	May 27, 2021
Proposals due	June 01, 2021
Phase II	
Open and Review for responsiveness	June 2, 2021
Conduct site visits and presentations	June 9-10, 2021
Phase III	
Phase III Negotiation Response Period Ends	June 14, 2021
Evaluate proposals (side x side)	June 24, 2021
Announce Apparent Successful Proposer (ASP)/Notify Unsuccessful Proposers	July 01, 2021

3.2 Project Milestones (Post ASP Award)

Project Milestone Table

Negotiation
Parties work to agree on the Agreement to Negotiate (ATN) terms and to execute the ATN.
Design Phase
RES works with agency to prepare and provide lease exhibit drawing and specifications to ASP.
Final approval by Office of Financial Management (OFM) for any change of conditions from the approved Modified Pre-Design.

Construction Documents and Permitting Phase
ASP procures complete permit, construction, and bidding documents, and submits final project costs to RES for review and approval.
Execution of Lease, which serves as Notice to Proceed with the Tenant Improvements.
Construction Phase
Tenant Improvements Construction
Beneficial Occupancy
Punch List and Substantial Completion
Project closeout, final occupancy and lease commencement

4 Pre-Proposal Conference

Proposers are encouraged, but not required to attend, the Pre- Proposal Conference on **April 23, 2021 at 3:00 PM** via Teleconference. RES will review and discuss the project scope, schedule, selection process, and selection criteria. Proposers will also have an opportunity to ask questions. The call-in number is **(360-407-3780)** with pin number **(903167#)**

5 Submitting Proposals

Hardcopy Proposals (mandatory) must be submitted using the Lease Proposal Forms with required supporting documentation as described in this RFP, and must be submitted no later than 3:00 PM (Pacific Time) June 01, 2021 at the address indicated below.

Submittal Delivery: Sealed Hardcopy submittals will be received as follows:

Submittal Delivery Option Table:

<p>By Carrier:</p> <p>Addressed to: Department of Enterprise Services/Real Estate Services ATTN: Bid Clerk, Project # (21-03-104) 1500 Jefferson Street SE Olympia, WA. 98504</p>	<p>In Person:</p> <p>Proposer wishing to hand deliver <u>must make prior arrangements</u> with the RFP Coordinator no later than 10:00 AM the day proposals are due.</p> <p>Addressed to: Department of Enterprise Services/Real Estate Division Project # (20-03-104) 1500 Jefferson Street SE Olympia, WA 98504</p>
<p>By Mail:</p> <p>Addressed to: Department of Enterprise Services/Real Estate Services Attn: Bid Clerk, Project # (21-03-104) 1500 Jefferson Street SE Olympia, WA 98504</p>	

The RFP Coordinator and point of contact for this project is:

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