



**Project 22-10-320
Department of Social and Health Services
(DSHS) Federal Way
Amendment 1
December 14, 2022**

1. This amendment documents the questions and answers from the preproposal conference held on November 29, 2022 as well as the follow-up questions and answers.

a. **Question:** Do we respond with a lease rate for a 5-year deal and then a 10-year deal?

Answer: Proposers must provide both a 5-year lease rate and a 10-year lease rate in their proposal. Proposers may, at their discretion, propose other lease terms for less than 10-years in duration.

b. **Question:** Will DES provide a space plan for this RFP so proposers can provide a bid cost breakdown?

Answer: The specific and detailed space plan as well as the bid cost breakdown are later in this process after the team identifies the Apparent Successful Proposer (ASP).

With regards to the lease rates proposers include in their response to this RFP, proposers should carefully review all the documents associated with this RFP. Proposers should take care to address in their proposal all of the requirements documented in: Exhibit 6 (Lease Space Requirements), Exhibit 7 (New Space Addendum) Exhibit 8 (Space Allocation) and Exhibit 9 (DSHS Addendum).

c. **Question:** Can common area rest rooms be used to satisfy the restroom requirements?

d. **Answer:** Common area restrooms will be included towards the total restroom count. DSHS requires separate restrooms for employees and clients. Typically, any common area restrooms would be for client use. Employee restrooms are typically DSHS only. Restrooms are addressed in the Lease Space Requirements and New Space Addendum and any improvements that exceed those requirements would go on the bid cost breakdown as a cost paid by the tenant.

RES encourages proposers to take a close look at what the LSR, New Space Addendum and DSHS Addendum require as a lessor expense and make sure that you're calculating and your cost as part of your lease rate proposal.

e. **Question:** Why is this program relocating?

Answer: The location of the current leased facility is not in the ideal location for the program needs.

f. **Question:** What is "Phase III" of the RFP process?

Answer: The "Phase III" of the RFP process follows the site visits and proposer presentations. Following the site visits, DES will send an invitation to participate in Phase III to those proposals that demonstrated an ability to meet the basic requirements of the RFP. The invitation also provides an opportunity for the RFP team to: respond to questions from the proposers, request additional or clarifying information from the proposers and provide proposers an opportunity to provide updated lease rates.

The RFP team will complete a side-by-side analysis on each of the proposals that receive and then respond to the Invitation to Phase III.

The outcome of the side-by-side analysis is identification of the Apparent Successful Proposal (ASP).

g. **Question:** How important is ground floor location?

Answer: Upper floors could be considered provided the appropriate elevators and stairs are available. However, because this program is a community service office there are a significant number of clients coming into the office. As a result, a ground floor space is preferred, but other options could be considered.

h. **Question:** What is the daily average number of client visits this location?**Answer:**

Proposers should anticipate Lessor should expect around 166 people in and out of our lobbies daily. This number includes clients, family members, caregivers and other individuals directly associated with the clients.

2. Make the following change to Part B, Section 3.5.2 of this RFP:

Currently Reads:

Proposals should include the infrastructure to support two (2) or more "Level 2" electric vehicle 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 chargers at their sole cost and expense, and Proposer to provide the infrastructure and site improvements and installation of Agency provided chargers 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, ADA accessible stall with an accessible route, bollards and parking lot striping.

Change to:

Proposals should include the infrastructure to support one (1) or more “Level 2” electric vehicle charging stations at designated parking stalls, with two (2) charging heads on each station, serving a total of two (2) parking stalls. Agency to provide the chargers at their sole cost and expense, and Proposer to provide the infrastructure and site improvements and installation of Agency provided chargers 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, ADA accessible stall with an accessible route, bollards and parking lot striping.

3. Point of contact for all questions and comments is Phil Person, (360) 407-9315, phil.person@des.wa.gov. E-mail is the preferred method of communications for project related questions and comments.