



REQUEST FOR PROPOSALS
Employment Security Department (ES)

ELLENSBURG, WASHINGTON
PROJECT 22-11-344

Distribution Date:
June 6, 2023

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1 Definitions

The State reserves the right to modify these definitions at any time and for any reason.

- 1.1 “**AGENCY**” for the purposes of the RFP, refers to the Employment Security Department (ES).
- 1.2 “**ASP**” is Apparent Successful Proposer (ASP). The Proposer that has submitted the most successful proposal, and slated to be awarded the contract if final agreement can be reached.
- 1.3 “**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.
- 1.4 “**BOMA**” refers to the current version of (ANSI)/BOMA (Building Owners and Managers Association) Z65.1 Floor Measurement Standards (Office).
- 1.5 “**DES**” refers to the Washington State Department of Enterprise Services.
- 1.6 “**Existing Space**” type of space is defined as a building including 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 demonstrated ability to meet the required square footage requirements.
- 1.7 “**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.
- 1.8 “**Historic Property**” means any prehistoric or Historic District, site, building, structure, or object included in or been 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)). [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 of Historic Places criteria for evaluation although the property is not officially listed in the National Register [39 CFR 60.3(c)].

- 1.9** “**Leasing Agent**” is the assigned RES leasing agent who negotiates the lease terms and conditions, as well as manage the liaison between the Lessor and the AGENCY.
- 1.10** “**Leased Space Requirements**” (LSR), Edition 1.0, documents the tenant improvement process, and includes performance specifications (see Exhibit 6).
- 1.11** “**Planned Space**” type of 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. 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.
- 1.12** “**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).
- 1.13** “**New Space Addendum**” the LSR New Space Addendum 1.0, describes the minimum requirements for New Space tenant improvements at the lessor’s cost (see Exhibit 7).
- 1.14** “**Project Lead**” refers to the RES Property and Acquisition Specialist responsible for coordinating the RFP process, who is the point of contact throughout the RFP.
- 1.15** “**Rentable Area (BOMA)**” means the aggregated area of certain spaces in a building inclusive of all allocated Service and Amenity Areas.
- 1.16** “**RES**” refers to the Real Estate Services office within the Washington State Department of Enterprise Services.
- 1.17** “**RFP**” means Request for Proposals, and includes multiple documents: RFP Part A, RFP Part B, and Exhibits.
- 1.18** “**Space Under Construction**” type of space is defined as a project including the following:
- a) A building permit; and
 - b) A loan commitment (or proof of funds) necessary to complete the project.
- 1.19** “**Standard Lease**” means the DES Standard Lease template attached as Exhibit 5.
- 1.20** “**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.

2 Information about the Request for Proposal

2.1 Purpose. State of Washington (State), acting through the Department of Enterprise Services (DES), and on behalf of the Employment Security Department (ES) is requesting proposals to lease **Existing Space, Space Under Construction,** and **Planned Space** (see Section 1.17 – Types of Space). DES will evaluate the proposals, and, as appropriate, select an Apparent Successful Proposer(s) (ASP) based on the criteria outlined in this RFP.

2.1.1 Proposer is responsible for all costs associated with preparing and submitting a response to this RFP.

2.1.2 The end result of this RFP is to enter into lease negotiations with the ASP.

2.1.3 Parameters

General Area of Consideration	General Vicinity of Ellensburg, WA
Preferred Area	Greater Ellensburg Area
Space Type	Office Space
Approximate Rentable Area	3,254 BOMA Rentable Square Feet
Parking Spaces (Total)	a. Minimum requirement is code parking. Proposals that include additional parking may be advantageous to the AGENCY b. Infrastructure to support the future installation of a dual-head electric vehicle charging station.
Initial Full Term	A lease term of no more than five (5) years is preferred.
Construction Substantial Completion	A minimum of one (1) Week(s) Prior to Lease Commencement
Beneficial Occupancy	A minimum of three (3) Week(s) Prior to Lease Commencement
Lease Commencement Date	No later than July 1, 2024. An earlier lease commencement date may be possible.

2.2 Estimated Schedule. This section identifies important RFP events and estimated deadlines. This section also includes a tentative schedule for the sale and removal project. DES, at its sole discretion, may change these events and dates. Changes to this schedule will be posted per section 2.4 below.

Activity	Date
Phase I	
Issue Request for Proposals	June 6, 2023
Pre-Proposal Conference (via Teleconference), details in section 2.3	June 13, 2023

Question and Answer Period Ends	June 30, 2023
Issue amendments/addendums to RFP (if necessary)	July 5, 2023
Proposals due	July 6, 2023
Phase II	
Proposals opened and reviewed for responsiveness	July 7, 2023
Conduct site visits and presentations	July 12, 2023
Phase III	
Send Request for Phase III Negotiation Response Forms	July 13, 2023
Evaluate proposals	July 20, 2023
Announce ASP/ Notify Unsuccessful Proposers	July 22, 2023

2.3 Pre-Proposal Conference. Proposers planning to respond to this RFP are encouraged but not required to attend the Pre- Proposal Conference at 3:00 PM (Pacific Time) on the date show in section 2.2 above. RES will review the project scope, schedule, selection process and selection criteria. Participating Proposers will have the opportunity to ask questions. The Pre-Proposal Conference is conducted via webinar. Please enter the conference through below link or dial in by phone:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 231 537 064 203

Passcode: f2xt8m

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 564-999-2000,618725922#](tel:+15649992000,618725922#) United States, Olympia

Phone Conference ID: 618 725 922#

2.4 RFP Documents and Change Notifications. The official designated webpage for this RFP is the Washington Electronic Business Solution (WEBS). Information on this RFP are posted in WEBS, this includes RFP documents, their amendments, and any questions and answers to this RFP. To receive notifications of amendments and other correspondence pertinent to this RFP, proposers must register with at least one of the following commodity codes: 971-45. Visit [WEBS](#) to register. It is the responsibility of the Proposer to check WEBS for modifications or amendments to this RFP. RFP documents and change notifications will also be posted on this webpage: <https://des.wa.gov/services/facilities-leasing/real-estate-services/solicitations-leased-space>

2.5 RFP Questions and Inquires. Proposers are encouraged to ask questions and make inquiries regarding this RFP. All questions are to be directed to the Project Lead, and all official responses will be in written format and posted on WEBS.

2.6 RES Project Lead. The Project Lead and point of contact for this project is:

Phil Person, RFP Coordinator
P.O. Box 41468
Olympia, WA 98504-1468
(360) 280-1379
phil.person@des.wa.gov

DO NOT submit proposals to Project Lead, see section 4 Instructions for Submitting Proposals below.

3 Proposal Requirements and Assessment Criteria The State reserves the right to modify these at any time and at its sole discretion

3.1 Administrative Requirements

- 3.1.1** Responses to this RFP are required to be submitted through the Lease Proposal Form, Exhibit 1.
- 3.1.2** If an element of a proposal will not meet a performance requirement of this RFP as outlined in the Lease Space Requirements (LSR), use the form included as Exhibit 2 Proposed Exceptions to Performance Requirements to this describe the non-conforming element and any proposed alternatives.
- 3.1.3** 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>.

3.2 Exhibits. Detailed proposal requirements and assessment criteria are included in exhibits below. Proposers should carefully review these exhibits.

- 3.2.1** Exhibit 4 – RFP Evaluation Considerations.
- 3.2.2** Exhibit 5 – Standard Lease is the template for the lease that will result with the ASP from this RFP.
- 3.2.3** Exhibit 6 – Leased Space Requirements, Edition 1.0.
- 3.2.4** Exhibit 7 – Leased Space Requirements - New Space Addendum, Edition 1.0.
- 3.2.5** Exhibit 8 – Space Allocation describes the AGENCY space planning requirements.
- 3.2.6** Parking: Per RCW 43.01.240, required parking is based on jurisdictional standards. Proposals that include additional parking may be advantageous, see Exhibit 8 – Space Allocation.

3.3 AGENCY Goals for this Facility

- 3.3.1** AGENCY program requirements are in Exhibit 8 – Space Allocation.

- 3.3.2** This facility will include programs and staff from the Employment Security Department (ES) office in Ellensburg, WA.

3.4 Location Characteristics

Properties submitted for consideration should be located in the General Area of Consideration noted in Section 2.1. Facilities within the preferred area as described in Section 2.1 would be advantageous to the AGENCY. In addition, within that 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:

1. Proposed facilities should be in an appropriately zoned area with AGENCY business model being an acceptable conforming use.
2. 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 8 AM to 5 PM may be advantageous to the AGENCY.
3. Proposals that provide ready access to freeway and other major arterial roads may be advantageous to the AGENCY.
4. 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.
5. 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 Exhibit 6, Leased Space Requirements)

3.5 Building Characteristics

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

1. Contiguous office, equipment and storage, and special areas as depicted in Exhibit 8 - Space Planning Data Sheet with a highly efficient load factor.
2. A facility with a single floor plate and on the ground floor of a building may be advantageous to the AGENCY.
3. An effective, efficient, and welcoming customer lobby or reception area while also providing a clear delineation between public and staff areas.
4. Adequate conference rooms and meeting spaces for both public and staff meetings.
5. Clear delineation between the public/customer and staff entrances if they are separate.
6. An ADA compliant van accessible parking accommodations near the AGENCY entrance is desired for this facility.

- 3.5.2** 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.

4 Instructions for Submitting Proposals

- 4.1** Submit proposals, as described herein, no later than 3:00 PM (Pacific Time), on the date shown in section 2.2 above using one of the submission methods described below. RES advises proposers to plan early, carefully, and accordingly to ensure proposer choice of submission option is successful and on-time.

4.1.1 Proposers have two options to submit their proposals electronically.

Option 1 – Email: Submit proposal to the RES designated email address: desresbidclerk@des.wa.gov. Please title the email subject line “RFP Project # 22-11-344, [Proposer Name]” DES email boxes can only accept emails that total less than 30MB in size. If Proposer files are larger than 30MB, Proposer must use Option 2 below.

Option 2 - Cloud: Submit proposals by uploading to the cloud through secure a link.

1. Notify RES via email at desresbidclerk@des.wa.gov of your firm’s intent to submit your proposal via the cloud. In the email, include firm name, RFP project number, and the email address that you would like the invitation for the upload to be sent.
2. Create an account at www.BOX.com for uploading documents for free. When creating this account, be sure to use the same email as the one provided to desresbidclerk@des.wa.gov RES per Step 1 above.
3. RES will create a secure folder on BOX.com that is unique to the project number and e-mail address provided in Step 1 above. This folder can only be accessed by the provided e-mail log-in, RES, and the DES Public Records Officer.
4. Once upload rights are provided to your firm by DES, an e-mail will be sent from BOX (noreply@box.com), advising that RES has invited you to work together. Log into BOX to view the folder.
5. RES highly encourages uploading a test document prior to the due date to ensure that uploads are successful. If you’d like confirmation that your test upload was successful, please notify RES at desresbidclerk@des.wa.gov
6. Submit bids by uploading into this Box account.
7. This folder will be active until the submittal deadline per section 4.1,

thereafter RES will process the bids and the link will be deactivated/deleted.

4.1.2 For hand delivery of paper/hard copy proposal submissions.

1. Hand delivery of proposals will only be accepted at **1500 Jefferson Street SE, Olympia, WA** at this designated time:

July 6, 2023, 9:30 AM to 11:30 AM

2. On arrival, check in with the security officer at the front desk. The security officer will direct you to the nearby RES representative who is receiving proposal packets.

3. Hand delivered proposal documents must be in submitted as one packet. Clearly label the packet with RFP Project # # 22-11-344 [Proposer Name].

4.2 Proposals must be submitted in the format designated by this RFP, see Exhibit 3 – Proposal Checklist for list of required documents.

4.3 Proposals must be complete, legible, signed (as applicable), and follow all instructions stated in this RFP (including the appendices and exhibits). Unless otherwise specified in writing by the State, documents included with the electronic proposal must be prepared in MS Word, MS Excel, or Adobe PDF, as appropriate.