



Washington State
**DEPARTMENT OF
ENTERPRISE SERVICES**

REQUEST FOR PROPOSALS (RFP)
Office of the Insurance Commissioner (INS)

Thurston County, Washington

PROJECT # 26-03-087

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REQUEST FOR PROPOSAL (RFP) TABLE OF CONTENTS

- Part A** RFP Advertisement
- Part B** RFP Information and Instructions for Proposers (this document)

EXHIBITS

- [Exhibit 1 Lease Proposal Form](#)
- [Exhibit 2 Proposed Exceptions to Performance Requirements](#)
- [Exhibit 3 Proposal Checklist](#)
- [Exhibit 4 RFP Evaluation Considerations](#)
- [Exhibit 5 Standard Lease Template](#)
- [Exhibit 6 Leased Space Requirements, Edition 1.0](#)
- [Exhibit 7 Leased Space Requirements - New Space Addendum, Edition 1.0](#)
- [Exhibit 8 Modified Pre-Design - Section 5 Program Requirements](#)

PART B – INFORMATION AND INSTRUCTIONS FOR PROPOSERS

TABLE OF CONTENTS

Section 1	Definitions
Section 2	General Information
Section 3	Proposal Requirements
Section 4	Instructions for Submitting Proposals

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 Washington State Office of the Insurance Commissioner (INS).
- 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 **"BOMA"** refers to the current version of (ANSI)/BOMA (Building Owners and Managers Association) Z65.1 Floor Measurement Standards (Office).
- 1.4 **"DES"** refers to the Washington State Department of Enterprise Services (DES).
- 1.5 **"Design Professional"** refers to the RES Architect or Construction Project Coordinator assigned to the project, responsible for evaluating the property conditions and designing the final tenant improvement plan.
- 1.6 **"Energy Management System"** consists of dedicated computer systems to manage the controls of energy consuming systems such as heating, ventilation, and air conditioning (HVAC), lighting, daylighting, and power usage.
- 1.7 **"Facility"** the Office of Facility and Management (OFM) defines facility as a building with at least one wall, a roof and a permanent foundation, regardless of occupancy type.
- 1.8 **"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.

- 1.9** **"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)). [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)].
- 1.10** **"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.
- 1.11** **"Leased Space Requirements"** (LSR), Edition 1.0, documents the tenant improvement process, and includes performance specifications (see Exhibit 6).
- 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** **"Occupancy"** is that time when the agency takes full possession of the leased space, after the Certificate of Occupancy is issued by the local building authority.
- 1.15** **"RFP Coordinator"** refers to the RES Contracts Specialist or RES Property and Acquisition Specialist who is responsible for coordinating the RFP process, who is the point of contact throughout the RFP process. The RFP coordinator is the project lead until the apparent successful proposer is selected.
- 1.16** **"Rentable Area (BOMA)"** means the aggregated area of certain spaces in a building inclusive of all allocated Service and Amenity Areas.
- 1.17** **"RES"** refers to the Real Estate Services division of the Washington State Department of Enterprise Services (DES).
- 1.18** **"RFP"** means Request for Proposals. It is the process used to gather competitive proposals from potential lessors. The RFP process includes multiple documents: RFP Part A, RFP Part B, and Exhibits.
- 1.19** **"Space Types"** include three types:
- 1.19.1** **"Existing 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.

1.19.2 "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. 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.

1.19.3 "Space Under Development" is defined as a proposed facility with the following:

- a) A building permit; and
- b) A loan commitment (or proof of funds) necessary to complete the project.

1.20 "Standard Lease" means the DES Standard Lease template attached as Exhibit 5.

2 General Information

2.1 Purpose. The State of Washington (State), acting through the Department of Enterprise Services (DES) on behalf of the Washington State Office of the Insurance Commissioner ("Agency") is requesting proposals to lease existing space (see Section 1.19 Space Type).

2.1.1 Proposer is responsible for all costs associated with preparing and submitting a response to this RFP. Responding to this RFP does not obligate the Proposer to a lease or contract with the State of Washington. The State of Washington is not obligated to enter into a lease or contract with any Proposer.

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

2.1.3 DES will evaluate the proposals, and, as appropriate, select an Apparent Successful Proposer(s) (ASP) based on the criteria outlined in this RFP.

2.1.4 It is a DES policy as best practices to administer a competitive procurement when seeking new space to lease. However, per RCW 43.82.010, DES Assistant Director has the authority and discretion to select an ASP, enter into a lease agreement, and determine the terms and conditions of the lease agreement.

2.1.5 DES, at its sole discretion, reserves the right to modify the contents of this RFP and timelines of this proposal at any time.

3 Proposal Requirements

3.1 Project Parameters

General Area of Consideration	Thurston County, WA
Preferred Area (Geographical Boundaries)	Downtown core area of Olympia, Lacey, or Tumwater
Space Type	Office space
Approved Rentable Area	59,366 BOMA Rentable Square Feet
Parking Spaces (Total)	<p>a. The requirement for parking is the maximum allowable by jurisdictional parking codes, if any. Proposals that include additional parking may be advantageous to the Agency (See 3.2).</p> <p>b. Five (5) or more "Level II" Electric Vehicle Charging Stations with two charging heads at each charger (a total of ten (10) charging spaces) may be advantageous to the agency.</p>
Initial Full Term	<p>A lease term of five (5) years is required.</p> <p>Proposers may, at their option, include other lease terms no longer than ten (10) years.</p>
Lease Commencement Date	April 1, 2028

3.1.1 Suitability for Agency Program Operations: Agency program requirements and space allotment are found in Exhibit 8, Modified Pre-Design – Part 5 Space Allocation.

3.1.2 Special requirements include:

3.1.2.1 Proposer must have, or be able to provide, infrastructure that supports a backup generator to serve critical agency operations as necessary.

3.2 Location Characteristics

Properties submitted for consideration must be located in the General Area of Consideration noted on the table above. Facilities within the Preferred Area identified herein are advantageous to the Agency. The Agency has identified additional location characteristics that are important to operations of at this facility. These characteristics include, but are not limited to the following:

3.2.1 Proposed facilities should be in an appropriately zoned area with Agency business model being an acceptable conforming use.

3.2.2 Proposals that provide ready access to freeway and other major arterial roads may be advantageous to the Agency.

- 3.2.3** 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.
- 3.2.4** 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)
- 3.2.5** Parking: Per RCW 43.01.240, required number of stalls is based on jurisdictional codes. Additional Agency parking may be advantageous, see Part B, Section 3.1.
- 3.2.6** 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.
- 3.2.7** Proposals with services and amenities such as grocery stores, vehicle service shops, childcare, etc. within walking distance (approximately 1 mile) of the proposed facility may be advantageous to the Agency.
- 3.2.8** A Phase I Environmental Site Analysis (ESA) is a preferred submittal with this proposal. If none exists, the agency reserves the right to request one from the proposer.

3.3 Building Characteristics

The State and the Agency have identified certain 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:

- 3.3.1** Contiguous office, equipment and storage, and special areas as depicted in Exhibit 8 - Modified Pre-Design, with a highly efficient load factor.
- 3.3.2** An effective, efficient and welcoming customer lobby or reception area while also providing a clear delineation between public and staff areas.
- 3.3.3** Adequate conference rooms and meeting spaces for both public and staff meetings.
- 3.3.4** Clear delineation between the public/customer and staff entrances if they are separate.

3.4 Additional Requirements:

- 3.4.1** The Agency expects its core hours of operation to be 6:30 a.m. to 7:00 p.m. Monday through Friday; however, building access and operations are to be available throughout the entire term of the lease, 24 hours per day, 7 days per week.
- 3.4.2** Proposer must provide Proof of Control documentation of the property as part of the proposal submittals.

- 3.4.3** If the proposal is being submitted by owner representation, documentation authorizing the owner representation to submit on behalf of the legal owner of the property must be included with proposal submissions.
- 3.4.4** 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>.
- 3.4.5** Responses to this RFP are only accepted through the Lease Proposal Form, exhibit 1, and other documents as provided or requested within this RFP.
- 3.4.6** If an element of a proposal does 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. Providing information in the Proposed Exceptions to Performance Requirements Form is the only method that exceptions and alternative proposals will be considered.
- 3.4.7** 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.
- 3.4.8** 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 applicable state codes. 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.
- 3.4.9** Proposals that include buildings that will meet or exceed an Energy Use Index (EUI) of 50 or lower may be advantageous to the Agency. For additional information on EUI rating, see the Energy Star Portfolio Manager website at:
- 3.4.10** Proposals that include buildings with a national energy performance rating score of 75 or higher may be advantageous to the Agency.

4 Proposal Submittal Information

4.1 Estimated Schedule of Events. This section identifies important RFP events and estimated deadlines. Changes to this schedule will be posted per section 4.4 RFP Documents and Change Notifications below.

Events	Dates
PHASE I	
Issue Request for Proposals	3/30/2026
Pre-Proposal Conference (via Webinar), details in section 4.2	4/6/2026
Question and Answer Period Ends	4/20/2026
Issue amendments/addendums to RFP (if necessary)	5/4/2026
Proposals due	5/18/2026
PHASE II	
Proposals opened and reviewed for responsiveness	5/20/2026
Conduct site visits and presentations	6/1 to 6/12/2026
PHASE III	
Send Request for Phase III Negotiation Response Forms (Begins when Site visits are complete.)	6/12/2026
Evaluate proposals. (Site visits are complete and response forms are returned.)	6/15/2026
Announce ASP/ Notify Unsuccessful Proposers	7/10/2026
TOTAL Duration	14 Weeks

4.2 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 shown in Section 4.1. RES will review the project scope, schedule, selection process and selection criteria. Participating Proposers will have the opportunity to ask questions. Formal answers to the questions will be posted as part of this RFP at the end of the Question-and-Answer Period. The Pre-Proposal Conference is conducted via webinar only.

4.3 Microsoft Teams Meeting

Join: <https://teams.microsoft.com/meet/22914994055163?p=Ui2Gbp0E5BA2jIFaIR>

Meeting ID: 229 149 940 551 63

Passcode: fB6bp2nM

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[\(833\) 322-1218,83096657#](tel:(833)322121883096657) United States (Toll-free)

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Phone conference ID: 830 966 57#

4.4 RFP Documents and Change Notifications. The official designated webpage for this RFP is

the Washington Electronic Business Solution (WEBS). Information on this RFP is 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>

4.5 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. Questions and Inquiries must be received by the Question-and-Answer Period Ends date.

4.6 RES Solicitation Coordinator. The Project Lead and point of contact for this project is:

Kevin McMichael,
Contract Specialist 3
P.O. Box 41468
Olympia, WA 98504-1468
360-407-7914 | desresbidclerk@des.wa.gov

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

- 4.7.1** Exhibit 1 Lease Proposal Form
- 4.7.2** Exhibit 2 Proposed Exceptions to Performance Requirements
- 4.7.3** Exhibit 3 Proposal Checklist
- 4.7.4** Exhibit 4 RFP Evaluation Considerations.
- 4.7.5** Exhibit 5 Standard Lease state template used to enter into leased spaced.
- 4.7.6** Exhibit 6 Leased Space Requirements, Edition 1.0.
- 4.7.7** Exhibit 7 Leased Space Requirements - New Space Addendum, Edition 1.0.
- 4.7.8** Exhibit 8 Modified Pre-Design: Section 5 Program Requirements.

4.8 Instructions for Submitting Proposals

4.8.1 Submit proposals, as described herein, no later than 3:00PM (Pacific Time), on the date show in Section 4.1 of this document 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.

4.8.2 Proposers have two options to submit their proposals electronically.

4.8.3 Option 1 – Email: Submit proposal to the RES designated email address: desresbidclerk@des.wa.gov. Please title the email subject line "RFP Project # 26-03-087, [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.

4.8.4 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. To receive confirmation that your test upload was successful, please notify RES at desresbidclerk@des.wa.gov
6. Submit bids by uploading your documents 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.

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

1. Hand delivery of proposals will only be accepted by appointment only at 1500 Jefferson Street SE, Olympia, WA.
2. To schedule an appointment to deliver a proposal, send an e-mail to RES at desresbidclerk@des.wa.gov.
3. Proposers must allow a minimum of two business days to schedule an appointment. It is the proposers' responsibility to ensure appropriate coordination and timing to hand deliver the proposals before the Proposal

Due date.

4. Hand delivered proposal documents must be submitted as one sealed packet. Clearly label the packet with RFP Project #26-03-087 [Proposer Name]. Proposals must be submitted in the format designated by this RFP, see Exhibit 3 – Proposal Checklist for list of required documents.

4.9 Complete Submissions: 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.

END OF RFP PART B