

REQUEST FOR PROPOSAL (RFP) Gambling Commission, (GMB), Thurston County;
Project Number 361-11-15



REQUEST FOR PROPOSALS

Gambling Commission

(GMB)

Thurston County

PROJECT NUMBER 361-11-15

Distribution Date: January 15, 2015

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INFORMATION AND INSTRUCTIONS FOR PROPOSERS

1 General

The State of Washington (the State), acting through the Department of Enterprise Services (DES), on behalf of the Gambling Commission is requesting proposals to lease Existing Space.

1.1 Definitions:

- **“AGENCY”** means the Washington State Gambling Commission (GMB).
- **“BENEFICIAL OCCUPANCY”** is defined as the date that the Agency may begin moving furniture and equipment into the premises and installing low voltage wiring and making any necessary electrical connections.
- **“DES”** means the Washington State Department of Enterprise Services.
- **“Phase III Response Forms”**: The term **“Invitation to Negotiate”** used in the RES Solicitation Manual is replaced in this Request for Proposals by the term **“Phase III Response Forms”**.
- **“PROJECT LEAD”** means the Project Property and Acquisition Specialist (Unless otherwise provided in the RFP or an amendment).
- **“RES”** means the Real Estate Services Office within the Washington State Department of Enterprise Services.
- **“RFP”** means Request for Proposals.
- **“SPACE REQUIREMENTS”** means the DES Leased Space Requirements 2005 edition, and the RES Accessibility Addendum (June 2007) attached as Appendix A.
- **“SPACE PLANNING DATA”** means the Modified Pre-Design (Space Planning Data) worksheet that the AGENCY developed, attached to this RFP as Appendix B.
- **“STANDARD LEASE”** means the DES Standard Lease template attached as Exhibit 6.

2 Project Information and Instructions.

2.1 Project Parameters

City	Thurston County
General Area of Consideration	Greater Olympia Area (Lacey/Olympia/Tumwater)
Preferred Area	Lacey Preferred Leasing Area 1 Olympia Preferred Leasing Area 1, 2 Tumwater Preferred Leasing Area 1, 2, 3, 4
Space Type	Office
Approximate Rentable Square feet	29,200 BOMA Rentable Square Feet
Parking Spaces (Total)	Code Required
Initial Full Term	5 Years (Proposers may, at their discretion, include a 10 year term as an option.)
Desired Construction Substantial Completion	On or before August 07, 2016
Desired Beneficial Occupancy	On or before August 10, 2016
Desired Lease Commencement Date	September 1, 2016

2.1.1. For this project, the STATE anticipates that all tenant one-time costs will be paid by the lessor. The one-time costs include, but are not limited to: all tenant moving costs, all tenant

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improvements, all building facility systems improvements, all Information Technology (IT) infrastructure improvements, all tenant IT improvements and installations, all tenant low voltage premise wiring, etc.

2.1.2. Code required parking spaces is based on city code and Agency requirements and needs. If the municipality provides a range for code required parking, the AGENCY requires the greater number of parking stalls (See also **Appendix A – SPACE REQUIREMENTS**)

2.1.3. Additional space planning data is described in **Appendix B – Space Planning Data**.

2.1.4. Additional information and instructions are included in **Exhibit 1** (Instructions To Proposers and Evaluation Considerations (Revised March 6, 2015)). Proposers should carefully review this exhibit. The State reserves the right to cancel this RFP or modify the requirements, information and instructions contained in this RFP and any of its associated documents (including, but not limited to Exhibit 1) at any time and at its sole discretion for a reason or reasons that are not arbitrary and capricious or in violation of law.

2.1.5 The definitions that the Department of Enterprise Services typically uses to describe proposed leased space (including the definitions of Existing Space, Space Under Construction or Planned Space) are included as **Exhibit 2** (Definitions). The State reserves the right to modify these definitions at any time and for its own reasons.

2.1.7. The required Lease Proposal Form is included in **Exhibit 3** (Lease Proposal Form) to this RFP.

2.1.8. If a proposal will not meet a requirement of this RFP or any of its components or if a proposer wishes to suggest one or more alternatives to the performance requirements, he or she should use the form included as **Exhibit 4** (Suggested Alternatives to Performance Requirements) to this RFP.

2.1.9. Proposers should include a completed Proposal Checklist with their Proposal Form and supporting documents. A blank checklist is included as **Exhibit 5** (Proposal Checklist) to this RFP.

2.1.10. The apparent Successful Proposer will be required to use the State Standard Lease for this project. A copy of the Standard Lease is included as **Exhibit 6** (Standard Lease) to this RFP.

2.1.11. The State reserves the right to cancel this RFP or modify the requirements, information, and instructions provided within this RFP, any of its associated documents and the Solicitation Manual at any time and at its sole discretion (see also Exhibit 1) for a reason or reasons that are not arbitrary and capricious or in violation of law.

2.2. Agency Goal for This Facility

The space will be used as the Washington State Gambling Commission's headquarters and includes operational and administrative areas.

2.3. 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 may be advantageous

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to the AGENCY. Within that general area, the AGENCY has identified a number of characteristics as important to the delivery of service by this regional office. These characteristics include, but are not limited to the following:

- 2.3.1. Proposal facilities must meet the requirements of the Preferred Leasing Area policy. (<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/RES/PreferredLeasingAreasPolicy.pdf>)
A map depicting the Preferred Leasing Areas is available at:
<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/RES/PDA-PLA.pdf>
- 2.3.2. While proposals located within the "General area of Consideration" (See Section 2.1) will be considered for this RFP, proposals located within Lacey Preferred Leasing Area 1 may be advantageous to the AGENCY.
- 2.3.3. Proposed facilities should be in an appropriately zoned area and should not be located in an area that is of a heavy industrial, large or busy retail, or of a residential character.
- 2.3.4. Proposed facilities should be in close proximity to an existing public transportation route or routes. Proposed facilities served by public transportation with hourly service during the hours of 8 AM to 5 PM may be advantageous to the AGENCY.
- 2.3.5. Proposed facilities that provide rapid access to major highways and/or arterial roads would be advantageous.
- 2.3.6. 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 A, Space Requirements.)
- 2.3.7. 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.

2.4. Building Characteristics

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:

- 2.4.1. Contiguous equipment and storage area, mail handling areas, office, and special areas as depicted in Appendix B Project Space Planning Data.
- 2.4.2. A facility with at least a large portion of the space on the ground floor of a building is highly desired by the AGENCY.
- 2.4.3. Lobby areas will require a wall to separate the staff and public areas (floor to ceiling.)
- 2.4.4. The tenant will furnish and install a small freezer in the secure evidence room.
- 2.4.5. The tenant will furnish and install a small safe in the secure evidence room. The approximate safe dimensions are: 36 inches high, 18 inches wide, 18 inches deep.
- 2.4.6. See Appendix C for the specific requirements in the building Gambling Commission

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Electronic Gambling Lab and Data Center.

2.4.7. Proposers must disclose any known occurrences of water infiltration or moisture intrusion in the proposed building, the source (or sources) of the moisture intrusion (or intrusions), the corrective measures taken and the results of the corrective measures taken. If there are (or have been) any known building moisture issues, proposers must also provide the details of the nature of the conditions, the corrective actions taken to resolve the potentially hazardous conditions and the results of the corrective actions taken.

Further details on the AGENCY’s unique requirements and desired characteristics are found in Appendix A, SPACE REQUIREMENTS, Appendix B PROJECT SPACE PLANNING DATA and Appendix C ELECTRONIC GAMBLING LAB AND DATA CENTER UNIQUE REQUIREMENTS.

3 Estimated Schedule of Activities

Below is a listing of significant dates. 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>

Activity	Date
Phase I	
Issue Request for Proposals	Jan 15, 2016
Pre-Proposal Conference	Jan 25, 2016
Question and Answer Period	Jan 26 – Feb 11, 2016
Issue amendments/addendums to RFP (if necessary)	No Later Than Feb 12, 2016
Proposals Due	Feb 17, 2016

Phase II	
Proposals Opened and Reviewed for Responsiveness	Feb 18 – 19, 2016
Conduct Site Visits and Presentations	23 – 24 Feb 2016
Determine Proposals to Advance to Phase III	25 – 26 Feb 2016

Phase III	
Request Phase III Response Forms	29 Feb 2016
Evaluate Proposals	07 – 24 Mar 2016
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	25 Mar 2016

4 Pre-Proposal Conference

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Proposal Conference January 25, **10:00 AM** in the GMB facility located at 4565 7th Ave SE, Lacey

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WA to discuss the project scope, schedule, selection process and selection criteria and to provide interested parties an opportunity to ask questions.

5 PROJECT DOCUMENTS

5.1 Project documents and amendments are posted on the Real Estate Services (RES) website as well as the Washington Electronic Business Solutions (WEBS) website. All interested parties are encouraged to monitor both websites for amendments and other information regarding the project.

5.2 Interested parties are encouraged to subscribe to Washington Electronic Business Solutions (WEBS). The link to register as a vendor is:

<http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx>

6. Public Records

Your submission is a public record and will be disclosed consistent with the Public Records Act 42.56. RCW.

6.1 CONFIDENTIAL DOCUMENTS

Unless special circumstances require it, DES will not ask you to submit confidential materials. If you send DES records you believe contain confidential material we may return the material marked "Confidential" or disqualify you at our sole option.

If you do choose to submit confidential materials, place them in a separate envelope clearly and conspicuously marked: "CONFIDENTIAL" or "PROPRIETARY"; provided, by accepting an envelope so marked DES does not assume any responsibility or obligation not to disclose those records pursuant to a request made under of the Public Records Act.

6.2 PUBLIC RECORDS REQUESTS FOR YOUR RFP SUBMISSION

6.2.1 If a public records request seeks your RFP submission or seeks records connected to this RFP,

- DES may notify you and if so, will inform you of the identify of the requestor and the date that DES will disclose the requested records
- In such case, DES will typically give you an opportunity to seek a court order to stop DES from disclosing the records

6.2.2 Please be aware that:

- DES will not evaluate or defend your claim of confidentiality. It is your responsibility to support your claim and take appropriate legal action to do so.
- DES cannot withhold or redact your documents without a court order.

6.3 If you have any additional questions, please do not hesitate to contact the DES Public Records Officer at 360.407.8768 or email publicrecords@des.wa.gov

7 Submission of Proposals

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7.1. Proposals must be submitted using the Lease Proposal Form with all required supporting documentation included with the Lease Proposal Form. Proposals not submitted using the Lease Proposal Form will be rejected as non-responsive.

7.2 Interested parties must submit one (1) original and one (1) copy of their proposal in physical paper format with all the required supporting documentation described herein no later than **3:00 PM, February 17, 2016** (Pacific Time) at the address indicated at the end of this section.

Physical Address:	Department of Enterprise Services Real Estate Services Attn: Tarah Kimbrough, Project #: 361-11-15 1500 Jefferson Street SE Olympia, WA 98504
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Mailing Address:	Department of Enterprise Services Real Estate Services Attn: Tarah Kimbrough, Project #: 361-11-15 PO Box 41468 Olympia, WA 98504-1468
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The PROJECT LEAD and point of contact for this project is:

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