

**REQUEST FOR PROPOSALS:
SALE OF
THE TACOMA RHODES CENTER COMPLEX
DOWNTOWN TACOMA, WASHINGTON
SPECIFICATION NUMBER: 19-10-311**



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RESPONSES DUE: JULY 15, 2020

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PROPOSAL SUBMITTAL CHECK LIST

This checklist is provided for convenience only and identifies the documents that must be submitted with each proposal. Any proposal received without these documents may be deemed non-responsive and not be considered for award.

One original of your Proposal must be received by the State of Washington Department of Enterprise Services by the date and time specified in the Request for Proposal sheet.

The following information/documentation makes up your submittal package.	
Proposal Information requested in Section 3.0 Minimum Proposal Requirements	
Signature Page	



1.0 **INTRODUCTION:**

The State of Washington, Department of Enterprise Services (“DES”) is the owner of a three (3) building complex known as The Tacoma Rhodes Center located at 950 Broadway, 939 Market Street, and 940 Market Street, Tacoma, WA 98402. DES is soliciting qualifying proposals from persons or entities (“Proposers”) interested in purchasing the Property, as described herein.

This Request for Proposals (RFP) invites Proposers to submit proposals for the acquisition of the Property.

The selected Proposer must demonstrate that it will meet or exceed the state’s terms and conditions for the sale of the Property. All Proposers must submit a proposal containing all the supporting information no later than **July 15, 2020, 5:00 pm**, Pacific Time.

In order for a proposal to be considered for award, it must conform to all the requirements of this RFP, including the Minimum Proposal Requirements provided below.

Fair Market Value for the subject Property has been established at \$23,700,000.00

The sale of the Property is subject to the approval of DES.

2.0 **PROPERTY DESCRIPTION:**

- 2.1 Broadway Building: 950 Broadway
Market Street Building: 939 Market Street
Parking Garage: 940 Market Street,
- 2.2 Tacoma Rhodes Center Complex
- 2.3 Pierce County Tax Parcel Nos. 2009060080, 2009070084, 2009080051
- 2.4 Buildings Constructed in 1891/1902/1911 Renovated 1999-2001
- 2.5 93,347 Square Foot / 2.12 Acres total of 3 separate parcels (approx.)
- 2.6 197,131 Rentable Square Feet total for 2 Buildings (approx.), 538 stall parking garage
- 2.7 Zoning: DCC Downtown Commercial Core
- 2.8 **Proposer is Responsible for Independent Due Diligence.** The information and documentation provided herein and in the Appendices is not to be relied upon by Proposers in the evaluation or creation of Proposals.
- 2.9 DES makes no warranty as to information regarding the value, title to, or condition of, the property provided herein, and Proposer acknowledges that it shall have no right to rely on such information. Further, by submitting a Proposal, the Proposer acknowledges that they are solely

responsible for the independent verification of all property information and for performing independent due diligence to ascertain the condition, value, and title of the property.

2.10 For a general map depiction of the Property, please see Appendix A.

As used in this RFP, the term “**Property**” means all land, improvements, buildings, structures, and fixtures, located on Pierce County Tax Parcel Nos. 2009060080, 2009070084, and 2009080051, located in Tacoma, WA 98402.

3.0 MINIMUM PROPOSAL REQUIREMENTS

The objective of this RFP is to solicit offers for purchase of the Property.

In order for a Proposal to be considered responsive, the Proposal must meet all the requirements of this RFP, including the following:

- 3.1 Proposal Submittal:** Proposals will only be considered if they contain all of the following detail:
- 3.1.1** A purchase price.
 - 3.1.2** All cash at closing.
 - 3.1.3** Minimum earnest money deposit of 5% of the accepted purchase price. Said earnest money shall be in cash and deposited into escrow within three (3) business days upon the full execution of the Purchase and Sale Agreement.
 - 3.1.4** Proof of funds or a letter from the Proposer’s financial institution demonstrating that the Proposer has the financial resources to complete the transaction. If financing is required, Proposer shall grant permission to DES to communicate with the Proposer’s financial institution to verify this information.
 - 3.1.5** The State’s Attorney General approved Purchase and Sale Agreement (PSA) form will be used.
 - 3.1.6** The state is selling the property “as-is” – “where-is”, with limited warranties on specific items only.
 - 3.1.7** Transfer of the title will be by Quit Claim Deed only.
 - 3.1.8** Closing and escrow to occur at a mutually agreed upon title company.
 - 3.1.9** Closing Costs: The Seller will pay all fees for recording the Quit Claim Deed and half (½) of the escrow fee and the cost of standard title policy. All other cost/fees associated with closing shall be paid by the buyer.

3.2 Sale Terms. The Due Diligence (feasibility) period to be sixty (60) days or less from initial proposal evaluation date (July 16, 2020). Closing to occur within thirty (30) days from removal of contingencies. Earnest money to be deposited into escrow within three (3) business days upon full execution of the PSA.

4.0 RFP SCHEDULE & SELECTION PROCESS

4.1 A summary of the anticipated schedule activities associated with this request for proposal process is provided below:

	Activity	Date
1	Publish and Issue the RFP	June 1, 2020
2	Conduct Question and Answer Forum	June 16, 2020
3	1 st Tacoma Rhodes Property Tours See Note below	Thur, June 18, 2020
4	2 nd Tacoma Rhodes Property Tours See Note below	Thur, June 25, 2020
5	Publish date for Question and Answers from Forum	June 26, 2020
6	Proposal Submittal Due Date	July 15, 2020
7	Initial Administrative Review (reviewed for conformity and completeness)	July 16, 2020
8	Feasibility Period begins	July 17, 2020
9	Invitation to Best and Final offer (sent out 10 business days prior to the end of Feasibility Period)	September 8, 2020
10	End of Proposer's Feasibility Period	September 17, 2020
11	Best and Final Offer Due (ends the day after Feasibility Period ends) by 5:00 PM at 1500 Jefferson St. SE.	September 18, 2020
12	Best and Final Proposal Review process Begins	September 22 , 2020
13	Announce the Apparent Successful Proposer and draft the Purchase and Sale Agreement	September 30 , 2020
14	Closing	October 30 , 2020

NOTE: DES will be following the latest Washington State and CDC requirements and recommendations for COVID-19, all site tours or contractor visits must be scheduled in advance with the RFP Coordinator.

These are tentative dates only, and DES reserves the right to adjust these dates at its sole discretion.

4.2 **Explanation of Anticipated Schedule Activities:**

- 4.2.1 Publish and Issue RFP.** On this date, DES will publish the RFP on their websites soliciting proposals to purchase the Property. From this date forward until the Proposal Submittal Date, DES will accept Proposals for the Property.
- 4.2.2 Property Tours.** DES will provide the first of two tours of the Property for prospective Proposers on June 18, 2020, followed by the final tour June 25, 2020. Participation in the tour is voluntary but Proposers must register for the tour by the **Proposal Due** date.
- 4.2.3 Deadline for Submitting Written Questions to RFP.** On this date, by the close of business (5 pm), Proposers will have the last opportunity to submit questions to DES regarding the Property or RFP process.
- 4.2.4 Response to Questions Issued.** On this date, DES staff will provide responses to questions submitted regarding the Property or RFP process.
- 4.2.5 Proposal Submittal Date.** Proposals must be submitted by the date and time specified on the Request for Proposals page located toward the beginning of this document. Proposals submitted after this time and date will **not** be considered.
- 4.2.6 Review Proposals.** During this period, DES will review all timely submitted proposals to determine whether the proposals meet the minimum qualifications set forth in this RFP.
- 4.2.7 Selection of Proposal.** During this period, DES will evaluate the Proposals. The highest and best Proposal will be notified and DES and awarded the Apparent Successful Proposal.
- 4.2.8 DES Approval.** Following selection of the Apparent Successful Proposer and successful negotiation of the Purchase and Sale Agreement, DES will seek final approval for the sale.

5. **EVALUATION CRITERIA:**

- 5.1 Purchase Price**
- 5.2 Financing**

5.3 Earnest Money

5.4 Closing

The evaluation of proposals is done through a qualitative review. To the extent that the evaluation involves a quantification of various criteria, such quantification is considered as only one potential indicator of quality and value that is considered in the overall qualitative review. All project requirements and evaluation criteria referenced for this project, the weighting of such criteria, and method of assessment are subject to modification by the State at any time, for its own purposes and with or without notification to interested parties throughout the Request for Proposal process.

- 6. PROPOSAL SUBMITTAL.** One (1) original Proposal must be delivered via USPS (or by package delivery services such as UPS, FedEx, DHL ect.) to the Department of Enterprise Services, Real Estate Services, ATTN: Stefanie Fuller, Acquisition and Disposal Manager, 1500 Jefferson Street SE, Olympia, WA 98501, All Proposals must be received and time stamped by **5:00 PM., Pacific Time, July 15, 2020**, as described in the Request for Proposals. Due to COVID-19 Social Distancing requirements, no hand deliveries will be available.

6.1 PROPOSAL VALIDITY. Proposer will honor its Proposal for one hundred twenty (120) days for acceptance by DES from the due date for Proposal Submittal.

6.2 COSTS TO PREPARE PROPOSAL. DES is not liable for any costs incurred by the Proposer for the preparation of a Proposal submitted in response to this RFP, or any other activities related to responding to this RFP.

- 7. RFP REVISIONS.** In the event it becomes necessary to revise any part of this RFP, an addendum or Exhibit will be published online on WEBS and the DES website.

- 8. ADMINISTRATIVE REVIEW.** All proposals will be reviewed by DES to determine compliance with the requirements and instructions specified in this RFP. The Proposer is hereby notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. DES reserves the right, in its sole discretion, to waive irregularities deemed by the DES to be immaterial. The final selection, if any, will be that Proposal which, in the sole judgment of DES, best meets the requirements set forth in the RFP.

9. **DES RIGHTS AND PROCUREMENT CONDITIONS:** DES reserves, holds without limitation, and may exercise, at its sole discretion, all rights (which rights shall be exercisable by DES at its sole discretion) available to it under applicable law, including without limitation, the following, with or without cause and with or without notice.

By responding to this RFP, Proposers acknowledge and consent to the following DES rights and conditions:

- 9.1 The right to cancel, withdraw, postpone or extend the RFP in whole or in part at any time without incurring any obligations or liabilities and to terminate the RFP process or decide not to select a Proposal for any reason whatsoever.
- 9.2 The right to issue a new RFP.
- 9.3 The right to reject any and all Proposals received at any time and to eliminate any Proposer that submits an incomplete or inadequate response, or is not responsive to the requirements of this RFP, or is otherwise deemed to be unqualified during any stage of the RFP process.
- 9.4 The right to modify all schedule dates set or projected in this RFP.
- 9.5 The right to terminate evaluations of Proposals received at any time.
- 9.6 The right to suspend and terminate the RFP process at any time.
- 9.7 The right to revise and modify, at any time prior to the Proposal submittal date, factors it will consider in evaluating responses to this RFP and to otherwise revise its evaluation methodology.
- 9.8 The right to issue addenda, supplements and modifications to this RFP, including but not limited to modifications of evaluation criteria or methodology and weighting of evaluation criteria and to without prior notice, supplement, amend or otherwise modify this RFP, or otherwise request additional information.
- 9.9 The right to hold meetings and conduct discussions and correspondence with one or more of the Proposers responding to this RFP to seek an improved understanding and evaluation of the responses to this RFP.
- 9.10 The right to seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to the RFP, including the right to seek clarifications from Proposers.
- 9.11 The right to add or delete Proposer responsibilities from the information contained in this RFP.
- 9.12 The right to use assistance of outside technical and legal experts and consultants in the evaluation process.
- 9.13 The right to waive deficiencies, informalities and irregularities in a Proposal, accept and review a non-conforming Proposal or seek clarifications or supplements to a Proposal and to waive any defect, technicality or any other informality or irregularity in any Proposal, or any other response from RFP Proposers.

- 9.14** In the event DES receives questions concerning this RFP from potential Proposers prior to the deadline for response, DES reserves the right to provide such questions, and DES's responses, if any, to all potential Proposers.
- 9.15** To conduct investigations with respect to the qualifications of each Proposer or Proposal and to request additional evidence to support any claim made in a Proposal.
- 9.16** To take any action affecting the RFP process, or the Property that is determined to be in DES's best interests.

CONFLICT OF INTEREST. No officer, employee, or agent of DES, nor any member of the immediate family of any such officer, employee, or agent, shall have any personal financial interest, direct or indirect, in this Proposal either in fact or in appearance. The Proposer must comply with all federal, state, and city conflict of interest laws, statutes, and regulations.

PUBLIC RECORDS ACT. All information provided by Proposer to DES pursuant to this RFP, including the Proposal, are, upon their receipt by DES, deemed the property of DES, will not be returned to the submitting Proposer, and are subject to the Washington Public Records Act, RCW Ch. 42.17 (the "Public Records Act"). Proposers should familiarize themselves with the provisions of the Public Records Act. In no event shall DES, or any of its agents, representatives, employees or consultants, be liable to a Proposer as the result of the disclosure of all or a portion of a Proposal submitted under this RFP.

APPENDIX A

MAP DEPICTION



APPENDIX B

AERIAL DEPICTION

