



# **REQUEST FOR PROPOSALS**

**PROJECT 19-03-079**

**DEPARTMENT OF DEPARTMENT OF CORRECTIONS**

**Agency (DOC)**

**WENATCHEE, WA**

**Distribution Date: May 24, 2019**

## CONTENTS

### I Information and Instructions for Proposers

### II The following Exhibits are incorporated as part of this RFP

Exhibit 1	Instructions to Proposers and Evaluation Considerations
Exhibit 2	Definitions
Exhibit 3	Lease Proposal Form
Exhibit 4	Proposed Exceptions to Performance Requirements
Exhibit 5	Proposal Checklist (Provided as a reference only)
Exhibit 6	Standard Lease

### III Appendices

Appendix A	Leased Space Requirements Consists of the RES Leased Space Requirements (July 2005) along with the RES Accessibility Addendum (June 2007)
Appendix B	Space Planning Data

## INFORMATION AND INSTRUCTIONS FOR PROPOSERS

1 **General:** The State of Washington (State), acting through the Department of Enterprise Services (DES), and on behalf of the Department of Department of Corrections (DOC), is requesting proposals to lease Existing Space, Space Under Construction and Planned Space.

### 1.1 Definitions:

1.1.1 **“AGENCY”** means the Washington State Department of Department of Corrections (DOC).

1.1.2 **“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.

1.1.3 **“DES”** means the Washington State Department of Enterprise Services.

1.1.4 **“INVITATION TO PHASE III NEGOTIATION”:** Conforming proposals will receive an invitation to participate in Phase III Negotiations.” **“Phase III Response Forms”** will accompany the invitation.

Request For Proposal (RFP) Project 19-03-079 Department of Corrections (DOC), Wenatchee, WA.

**1.1.5 “PROJECT LEAD”** means the Project Property and Acquisition Specialist (Unless otherwise provided in the RFP or an amendment).

**1.1.6 “RES”** means the Real Estate Services Office within the Washington State Department of Enterprise Services.

**1.1.7 “RFP”** means Request for Proposals.

**1.1.8 “LEASED SPACE REQUIREMENTS”** means the RES Leased Space Requirements (July 2005) along with the RES Accessibility Addendum (June 2007) attached as **Appendix A**.

**1.1.9 “SPACE PLANNING DATA”** means the Modified Pre-Design (Space Planning Data) worksheet that the AGENCY developed, attached to this RFP as **Appendix B**.

**1.1.10 “STANDARD LEASE”** means the DES Standard Lease template attached as **Exhibit 6**.

## 2 Project Information

### 2.1 Project Parameters

General Area of Consideration	Wenatchee, East Wenatchee and Cashmere
City	Wenatchee, East Wenatchee
Preferred Area	Wenatchee, East Wenatchee
Space Type	Office
<u>Approximate</u> Rentable Square feet	8,060 BOMA Rentable Square Feet
Parking Spaces (Total)	a. Minimum requirement is jurisdictional code parking. Proposals that include additional parking may be advantageous to the Agency b. Two (2) “Level II” Electric Vehicle Charging Stations will be required for this site. <b>(See 2.4.6 below)</b>
Initial Full term	A lease term is 5 years (proposers may, at their own discretion, include a 10 year lease proposal for consideration).
Construction Substantial Completion	A Minimum of 1 Weeks Prior To Lease Commencement
Beneficial Occupancy	A Minimum of 3 Weeks Prior To Lease Commencement
Lease Commencement Date	No later than <b>July 1, 2020 or as soon as possible thereafter</b>

- 2.1.1 Code required parking is based on jurisdictional codes. Additional Agency parking may be advantageous to the AGENCY and in some cases necessary (See also **Appendix A** – (Space Requirement).
- 2.1.2 Additional space planning data is described in **Appendix B** (Space Planning Data).
- 2.1.3 Additional information and instructions are included in **Exhibit 1** (Instructions to Proposers and Evaluation Considerations). Proposers should carefully review this exhibit. The State reserves the right to modify these definitions at any time and at its sole discretion
- 2.1.4 The definitions that the Department of Enterprise Services 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.
- 2.1.5 The required Lease Proposal Form is included in **Exhibit 3** (Lease Proposal Form) to this RFP.
- 2.1.6 If an element of a proposal will not meet a performance requirement of this RFP as outlined in the Lease Space Requirements (LSR's), he/she should use the form included as **Exhibit 4** (Suggested Exceptions to Performance Requirements) to this RFP.
- 2.1.7 Proposers may use the Proposal Checklist as a helpful reference tool when compiling their proposal packet. A blank checklist is included as **Exhibit 5** (Proposal Checklist) to this RFP for proposer reference and use. Proposers are NOT required to submit the completed checklist with their proposal packet.
- 2.1.8 The Apparent Successful Proposer (ASP) will be required to use the State Standard Lease for this project. A copy of the Standard State Lease is included as **Exhibit 6** (Standard Lease) to this RFP.

**2.2** AGENCY Goal For This Facility:

- 2.2.1 The AGENCY needs office space in the area described in **Sections 2 of this RFP** in order to meet the AGENCY statutory requirements.
- 2.2.2 This facility will include programs and staff from the Department of Department of Corrections (DOC) Wenatchee, WA. Office.

**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 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:

- 2.3.1 Proposed facilities should be in an appropriately zoned area with AGENCY business model as an acceptable conforming use.

- 2.3.2** 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.
  - 2.3.3** Proposals that provide ready access to freeway and other major arterial roads may be advantageous to the AGENCY.
  - 2.3.4** 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.
  - 2.3.5** 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 **Appendix A**, Space Requirements.)
- 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 office, equipment and storage, and special areas as depicted in Appendix B Modified Pre-Design Space Planning Data with a highly efficient load factor.
  - 2.4.2** A facility with a single floor plate and on the ground floor of a building may be advantageous to the AGENCY.
  - 2.4.3** An effective, efficient and welcoming customer lobby or reception area while also providing a clear delineation between public and staff areas.
  - 2.4.4** Adequate conference rooms and meeting spaces for both public and staff meetings.
  - 2.4.5** Clear delineation between the public/customer and staff entrances.
  - 2.4.6** The proposal must include or be improved to include the infrastructure to support Two (2) or more "Level 2" charging stations at designated parking stalls, with two charging heads on each station, serving a total of four parking stalls. AGENCY to provide the heads as their sole cost and expense, the Proposer on install AGENCY provided heads at the Proposer's sole cost and expense.

Further details on the AGENCY's unique requirements and desired characteristics are found in **Appendix A** SPACE REQUIREMENTS and **Appendix B**, Space Data Sheet.

### **3**     **Estimated Schedule of Activities**

Request For Proposal (RFP) Project 19-03-079 Department of Corrections (DOC), Wenatchee, WA.

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>

<b>Activity</b>	<b>Date</b>
<b>Phase I</b>	
Issue Request for Proposals	May 24, 2019
Pre-Proposal Conference (via Teleconference)	June 7, 2019
Question and Answer Period	June 21, 2019
Issue amendments/addendums to RFP (if necessary)	June 21, 2019
Proposals due	June 25, 2019
<b>Phase II</b>	
Proposals opened and reviewed for responsiveness	June 26, 2019
Conduct site visits and presentations	July 9/10, 2019
<b>Phase III</b>	
Send Request for Phase III Negotiation Response Forms	July 11, 2019
Evaluate proposals	July 17, 2019
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	July 24, 2019

**4 Pre-Proposal Conference**

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Proposal Conference ~~July 7~~ **June 6**, 2019 **10:30A.M.** in Conference Room 2331, 1500 Jefferson Street, Olympia, WA or via Teleconference to discuss the project scope, schedule, selection process and selection criteria and to provide interested parties an opportunity to ask questions. **(Contact the project manager for the conference call dialing instructions.)**

**5 Public Records**

**5.1** 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.

- 5.1.1** 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.

**5.2 CONFIDENTIAL DOCUMENTS:**

Unless special circumstances require it, DES will not ask you to submit confidential materials. If you do choose to submit confidential materials, place them in a separate envelope clearly and conspicuously marked: "CONFIDENTIAL" or "PROPRIETARY".

**5.3 PUBLIC RECORDS REQUESTS FOR YOUR RFP SUBMISSION**

- 5.3.1** If a public records request seeks your RFP submission or seeks records connected to this RFP,

**5.3.1.1** DES may notify you and if so, will disclose the identity of the requestor and the date that DES will surrender the requested records. DES may, in the interest of fairness and at its own descretion, deseminate the requested Public Records to all other Proposers.

**5.3.1.2** In such case, DES may give you an opportunity to seek a court order to stop DES from disclosing the records.

- 5.3.2** Please be aware that:

**5.3.2.1** 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.

**5.3.2.2** DES cannot withhold or redact your documents without a court order.

- 5.4** 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](mailto:publicrecords@des.wa.gov)

**6 Submission of Proposals**

Interested parties should submit a Proposal using the Lease Proposal Form with all the required supporting documentation described herein no later than **3:00 PM, June 25, 2019** (Pacific Time) at the address indicated below.

Request For Proposal (RFP) Project 19-03-079 Department of Corrections (DOC), Wenatchee, WA.

Physical Address:	Department of Enterprise Services Real Estate Services <b>Attn:</b> Brianna Perry, <b>Project #:</b> 19-03-079 1500 Jefferson Street SE Olympia, WA 98504
Mailing Address:	Department of Enterprise Services Real Estate Services <b>Attn:</b> Brianna Perry, <b>Project #:</b> 19-03-079 PO Box 41468 Olympia, WA 98504-1468

The PROJECT LEAD and point of contact for this project is:

Brianna Perry  
Leasing Agent

1500 Jefferson Street SE  
P.O. Box 41468  
Olympia, WA 98504-1468

360-407-9298  
[brianna.perry@des.wa.gov](mailto:brianna.perry@des.wa.gov)