



REQUEST FOR PROPOSALS

**Department of Social and Health Services
(DSHS)**

SNOHOMISH COUNTY, WASHINGTON

DES PROJECT# 20-02-047

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1 Definitions

- 1.1 “**AGENCY**” means the Department of Social and Health Services.
- 1.2 “**BENEFICIAL OCCUPANCY**” is 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.
- 1.3 “**BOMA**” refers to the Building Owners and Managers Association, and ANSI/BOMA Z65.1 Floor Measurement Standards (Office).
- 1.4 “**DES**” means the Washington State Department of Enterprise Services.
- 1.5 “**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.
- 1.6 “**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)]. 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 criteria for evaluation although the property is not officially listed in the National Register [39 CFR 60.3(c)].
- 1.7 “**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.
- 1.8 “**LEASING AGENT**” means the leasing agent assigned to the project, unless otherwise provided in the RFP or amendments.
- 1.9 “**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).

- 1.10 “**RES**” means the Real Estate Services office within the Washington State Department of Enterprise Services.
- 1.11 “**RFP COORDINATOR**” means RES Property and Acquisition Specialist responsible for coordinating the solicitation process, who is the point of contact throughout the solicitation.
- 1.12 “**RFP**” means Request for Proposals.
- 1.13 “**SPACE PLANNING DATA**” means **Exhibit 4**, the Modified Pre-Design (Space Planning Data) worksheet developed by the AGENCY and approved by the Office of Financial Management.
- 1.14 “**SPACE REQUIREMENTS**” means **Appendix B**, RES Leased Space Requirements Edition 1.0, **Appendix C** New Space Addendum 1.0, and the DSHS addendum **Appendix D**
- 1.15 “**STANDARD LEASE**” means the DES lease template attached as **Exhibit 5**.
- 1.16 “**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.

1.17 TYPES OF SPACE

1.17.1 “**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 the demonstrated ability to meet the required square footage requirements.

1.17.2 “**SPACE UNDER CONSTRUCTION**” 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;

1.17.3 “**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.

2 Project Information:

The State of Washington (State), acting through the Department of Enterprise Services (DES)

on behalf of the Department of Social and Health Services (DSHS), is requesting proposals to lease **EXISTING SPACE, SPACE UNDER DEVELOPMENT, or PLANNED SPACE** (see Section 1.17 – Types of Space).

2.1 Project Parameters

City	Snohomish County
Preferred Area	N to Everett Hwy 2, S to 164 th St. SW, W to Hwy 525, E to 35 th Ave SE
Space Type	Office
<u>Approximate</u> Rentable Square feet	15,512 “BOMA” Rentable Square Feet
Parking Spaces (Total)	Number of stalls required is equal to that required by local code. (See 2.1.1)
Initial Full term	A lease term of five (5) years is required. Proposers may include, at their own discretion, a ten (10) year lease proposal.
Beneficial Occupancy	A Minimum of Three (3) Week(s) Prior To Lease Commencement for below-ceiling low-voltage cabling and furniture installation; A minimum of Five (5) Week Prior to Lease Commencement for LAN/ER room access and for above-ceiling low-voltage cabling.
Substantial Completion	A Minimum of one (1) Week(s) Prior To Lease Commencement
Lease Commencement Date	No later than 05-01-2021, <i>or as soon as possible thereafter</i>

- 2.1.1** Per RCW 43.01.240, required parking is based on jurisdictional standards. Additional Agency parking may be advantageous and in some cases necessary (when programmatic and business practices require extensive visitor parking, staff training or Agency vehicle parking).
- 2.1.2** The proposal must include or be improved to include the infrastructure to support Three (3) or more “Level 2” charging stations at designated parking stalls, with two charging heads on each station, serving a total of (6) Six 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
- 2.1.3** Prevailing Wage: Proposer and proposer’s vendors 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 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>

- 2.1.4 Specific Proposal Requirements and Assessment Criteria are included in **Appendix A** to this RFP. Proposers should carefully review this exhibit. The State reserves the right to modify these instructions at any time and at its sole discretion.
 - 2.1.5 General information and requirements for leased space are documented in the Leased Space Requirements (LSR) found in **Appendix B**.
 - 2.1.6 New Space Addendum 1.0 defines the minimum requirements and specifications for new leased space found in **Appendix C**.
 - 2.1.7 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 defined herein. The State reserves the right to modify these definitions at any time and for its own reasons.
 - 2.1.8 The required Lease Proposal Form is included in **Exhibit 1**.
 - 2.1.9 If an element of a proposal will not meet a performance requirement of this RFP as outlined in the **SPACE REQUIREMENTS**, the proposer should complete the form included as **Exhibit 2**, Alternatives to Performance Criteria and Specifications.
 - 2.1.10 **Exhibit 3**, Proposal Checklist is provided for proposer reference and use. Proposers may use the Proposal Checklist as a helpful reference tool when compiling their proposal packet. Proposers are NOT required to submit the completed checklist with their proposal packet.
 - 2.1.11 Additional space planning data is described in **Exhibit 4** Space Planning Data.
 - 2.1.12 The Apparent Successful Proposer (ASP) will be required to use the State Standard Lease for this project. A copy of the Standard Lease is included as **Exhibit 5** to this RFP.
- 2.2 Location Characteristics:** Properties submitted for consideration should be located in the General Area of Consideration noted in Section 2.1. 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:
- 2.2.1 Proposed facilities should be in an appropriately zoned area with AGENCY business model being an acceptable conforming use.
 - 2.2.2 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 6 AM to 6 PM may be advantageous to the AGENCY.
 - 2.2.3 Proposals that provide ready access to freeway and other major arterial roads may be advantageous to the AGENCY.
 - 2.2.4 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.

2.2.5 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 SPACE REQUIREMENTS.)

2.3 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:

2.3.1 Contiguous office, equipment, storage, and special areas as depicted in **Exhibit 4**, Space Planning Data, with a highly efficient load factor

2.3.2 A facility with a single floor plate and on the ground floor of a building may be advantageous to the AGENCY.

2.3.3 An effective, efficient and welcoming customer lobby or reception area while also providing a clear delineation between public and staff areas may be advantageous to the AGENCY (please refer to **Exhibit 4**, Space Planning Data).

2.3.4 Emission reduction initiatives in Executive Order 20-01 and 18-01. State Efficiency and Environmental Performance, direct 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) 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, Chapter 4 Commercial Energy Efficiency, and Chapter 5 Existing Buildings, that are supported by documented energy savings

2.3.5 For additional project requirements and desired characteristics, refer to the appendices.

3 Estimated Schedule of Activities

Below is a listing of significant dates for the RFP process, followed by a list of project milestones. 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>

3.1 RFP Activity

Phase I	
Issue Request for Proposals	February 28, 2020
Pre-Proposal Conference (via Teleconference)	March 13, 2020
Question and Answer Period	April 9, 2020
Issue amendments/addendums to RFP (if necessary)	April 9, 2020

Proposals due	April 14, 2020
Phase II	
Proposals opened and reviewed for responsiveness	April 15, 2020
Conduct site visits and presentations	April 22/23, 2020
Phase III	
Send Request for Phase III Negotiation Response Forms	April 24, 2020
Evaluate proposals (side x side)	May 12, 2020
Announce Apparent Successful Proposer (ASP)/ Notify Unsuccessful Proposers	May 19, 2020

3.2 Project Milestones (Post ASP Award)

Negotiation
Parties work to agree to terms and execute an Agreement to Negotiate (ATN)
Design Phase
RES to prepare and provide lease exhibit drawing and specifications to ASP
Final approval by Office of Financial Management (OFM) for any change of conditions from the approved Modified Pre-Design.
Construction Documents and Permitting Phase
ASP procures complete permit, construction, and bidding documents and submits final project costs to RES for review and approval.
Execution of Lease, which serves as Notice to Proceed with the Tenant Improvements.
Construction Phase
Tenant Improvements Construction
Beneficial Occupancy
Project closeout, final occupancy and lease commencement

4 Pre-Proposal Conference

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre- Proposal Conference **March 13, 2020, 2:00 PM** in the Conference Center at 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 RFP Coordinator for the conference call dialing instructions.)

5 Submission of Proposals

Interested parties must submit a **Sealed** Proposal using the Lease Proposal Form with all the required supporting documentation described herein no later than **3:00 PM April 14, 2020** (Pacific Time) at the address indicated below.

Submittal Delivery: Sealed submittals will be received as follows:

<p>By Carrier:</p> <p>Addressed to: Department of Enterprise Services/Real Estate Services ATTN: Bid Clerk, Project # 20-02-047 1500 Jefferson Street SE Olympia, WA. 98504</p>	<p>In Person:</p> <p>Proposer must make arrangements in advance with the RFP Coordinator for hand delivery. Upon arrival, check in with the Security Desk personal in the lobby; they will call the RFP Coordinator or the assigned leasing agent to come and meet you to receive the proposal in person.</p>
<p>By Mail:</p> <p>Addressed to: Department of Enterprise Services/Real Estate Services Attn: Bid Clerk, Project# 20-02-047 1500 Jefferson Street SE Olympia, WA. 98504</p>	<p>Addressed to: Department of Enterprise Services/Real Estate Division Project #20-02-047 1500 Jefferson Street SE Olympia, WA. 98504</p>

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

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