



REQUEST FOR PROPOSALS

**DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES
(DCYF)**

**VANCOUVER, WA
East – Clark Office**

PROJECT 21-10-334

**Distribution Date:
November 12, 2021**

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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 Department of Children, Youth, and Families.
- 1.2 **“ASP”** is Apparent Successful Proposer (ASP). The Proposer that has submitted the most successful proposal, and slated be awarded the contract if final agreement can be reached.
- 1.3 **“Beneficial Occupancy”** is the date that the Agency is given access to the leased space for the purposes of configuring their furnishings, equipment, low voltage wiring, and for coordinating the work of their vendors with the lessor’s contractor.
- 1.4 **“BOMA”** refers to the current version of (ANSI)/BOMA (Building Owners and Managers Association) Z65.1 Floor Measurement Standards (Office).
- 1.5 **“DES”** refers to the Washington State Department of Enterprise Services.
- 1.6 **“Existing Space Type”** 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.
- 1.7 **“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.
- 1.8 **“Historic Property”** means any prehistoric or Historic District, site, building, structure, or object included in or been 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)].

- 1.9** “**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.
- 1.10** “**Leased Space Requirements**” (LSR), Edition 1.0, documents the tenant improvement process, and includes performance specifications (see Exhibit 6).
- 1.11** “**Planned Space Type**” 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.
- 1.12** “**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** “**Project Lead**” refers to the RES Property and Acquisition Specialist responsible for coordinating the RFP process, who is the point of contact throughout the RFP.
- 1.15** “**Rentable Area (BOMA)**” means the aggregated area of certain spaces in a building inclusive of all allocated Service and Amenity Areas.
- 1.16** “**RES**” refers to the Real Estate Services office within the Washington State Department of Enterprise Services.
- 1.17** “**RFP**” means Request for Proposals, and includes multiple documents: RFP Part A, RFP Part B, and Exhibits.
- 1.18** “**(Space) Under Construction Type**” 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.
- 1.19** “**Standard Lease**” means the DES Standard Lease template attached as Exhibit 5.

1.20 “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.

2 Information about the Request for Proposal

2.1 Purpose. State of Washington (State), acting through the Department of Enterprise Services (DES), and on behalf of the Department of Children, Youth, and Families, is requesting proposals to lease Existing and Planned Space. DES will evaluate the proposals, and, as appropriate, select an Apparent Successful Proposer(s) (ASP) based on the criteria outlined in this RFP.

2.1.1 Proposer is responsible for all costs associated with preparing and submitting a response to this RFP.

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

2.1.3 Parameters

General Area of Consideration	Southeast portion of Clark County to include areas in zip codes 98606, 98607, 98664, 98682, 98683, 98684, and 98671
City	Vancouver, WA
Preferred Area	East of SE 132nd Ave; South of SE 1st St; West of NW Parker St; North of Columbia River
Space Type	Office Space
Approximate Rentable Area	13,857 BOMA Rentable Square Feet
Parking Spaces (Total)	a. Minimum requirement is code parking. Proposals that include additional parking may be advantageous to the Agency b. Three (3) or more “Level II” Electric Vehicle Charging Stations will be required for this site. (See section 3.5.2)
Initial Full Term	A lease term of five (5) years is required. Proposers are also encouraged to include a ten (10) year lease proposal.
Construction Substantial Completion	A minimum of one (1) Week(s) Prior to Lease Commencement
Beneficial Occupancy	A minimum of three (3) Week(s) Prior to Lease Commencement
Lease Commencement Date	No later than August 1, 2023

2.2 Estimated Schedule. This section identifies important RFP events and estimated deadlines. This section also includes a tentative schedule for the sale and removal project. DES, at its sole discretion, may change these events and dates. Changes to this schedule will be posted per section 2.4 below.

NOTE: All DES activities will be following current Washington State and CDC requirements and recommendations for COVID-19. Please contact the RFP Coordinator for any specific questions as they relate to this RFP.

Activity	Date
Phase I	
Issue Request for Proposals	11/12/2021
Pre-Proposal Conference (via Teleconference), details in section 2.3	11/30/2021
Question and Answer Period Ends	12/14/2021
Issue amendments/addendums to RFP (if necessary)	12/30/2021
Proposals due	01/13/2022
Phase II	
Proposals opened and reviewed for responsiveness	01/14/2022
Conduct site visits and presentations	Week of 01/17/2022
Phase III	
Send Request for Phase III Negotiation Response Forms	01/24/2022
Evaluate proposals	Week of 01/24/2022
Announce ASP/ Notify Unsuccessful Proposers	02/02/2022

- 2.3 Pre-Proposal Conference.** Proposers planning to respond to this RFP are encouraged but not required to attend the Pre- Proposal Conference on November 30, 2021 at 10AM. RES will review the project scope, schedule, selection process and selection criteria. Participating Proposers will have the opportunity to ask questions. The Pre-Proposal Conference is conducted via webinar. Please enter the conference through below link or dial in by phone:

Link: <https://des-wa.zoom.us/j/96294140014?pwd=cmRlVmJEUGt3NkRpNjdlnlRYXl2UT09>

Dial by phone:

US Toll-free: 888 788 0099
Meeting ID: 962 9414 0014
Password: 230986

- 2.4 RFP Documents and Change Notifications.** The official designated webpage for this RFP is the Washington Electronic Business Solution (WEBS). Information on this RFP are 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>

- 2.5 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.

2.6 RES Project Lead. The Project Lead and point of contact for this project is:

Trevor Lybbert, Property and Acquisition Specialist
P.O. Box 41468
Olympia, WA 98504-1468
360.701.7259
Trevor.lybert@des.wa.gov

DO NOT submit proposals to Project Lead, see section 4 Instructions for Submitting Proposals below.

3 Proposal Requirements and Assessment Criteria. The State reserves the right to modify these at any time and at its sole discretion

3.1 Administrative Requirements

- 3.1.1** Responses to this RFP are required to be submitted through the Lease Proposal Form, Exhibit 1.
 - 3.1.2** If an element of a proposal will 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.
 - 3.1.3** 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>.
 - 3.1.4** On August 9, 2021, pursuant to the governor’s emergency powers authorized in RCW 43.06.220, Washington Governor Jay Inslee issued Proclamation 21-14 – COVID-19 Vaccination Requirement, (“Proclamation”). Effective October 18, 2021, the Proclamation prohibits state agencies from permitting contractors to engage in work for the agency if the personnel performing the contract (including subcontractor personnel) have not been fully vaccinated against COVID-19 as set forth in the Proclamation. The ASP must comply with all provisions of the Proclamation and its amendments, and will certify that they have a plan in place to do so prior to lease execution. The governor’s proclamations are located here: <https://www.governor.wa.gov/office-governor/official-actions/proclamations> .
- 3.2 Exhibits.** Detailed proposal requirements and assessment criteria are included in exhibits below. Proposers should carefully review these exhibits.
- 3.2.1** Exhibit 4 – RFP Evaluation Considerations.
 - 3.2.2** Exhibit 5 – Standard Lease is the template for the lease that will result with the ASP from this RFP.

3.2.3 Exhibit 6 – Leased Space Requirements, Edition 1.0.

3.2.4 Exhibit 7 – Leased Space Requirements - New Space Addendum, Edition 1.0.

3.2.5 Exhibit 8– Space Planning Data describes the Agency space planning data requirements.

3.2.6 Parking: Per RCW 43.01.240, required parking is based on jurisdictional standards. Additional Agency parking may be advantageous and, in some cases, necessary, see Exhibit 8 – Space Planning Data.

3.3 Agency Goals for this Facility

3.3.1 Agency program requirements are in Exhibit 8 – Space Planning Data.

3.3.2 This facility will include programs and staff from the Agency’s office location in Vancouver, WA.

3.3.3 The Agency office space/service delivery needs to meet the Agency statutory requirements.

3.4 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:

1. Proposed facilities should be in an appropriately zoned area with Agency business model being an acceptable conforming use.
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.
3. Proposals that provide ready access to freeway and other major arterial roads may be advantageous to the Agency.
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.
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 Exhibit 6, Leased Space Requirements)

3.5 Building Characteristics

3.5.1 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:

1. Contiguous office, equipment and storage, and special areas as depicted in Exhibit 8 - Space

Planning Data Sheet with a highly efficient load factor.

2. A facility with a single floor plate and on the ground floor of a building may be advantageous to the Agency.
3. An effective, efficient and welcoming customer lobby or reception area while also providing a clear delineation between public and staff areas.
4. Adequate conference rooms and meeting spaces for both public and staff meetings.
5. Clear delineation between the public/customer and staff entrances if they are separate.

3.5.2 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 charging heads at their sole cost and expense, and the Proposer to provide the infrastructure and installation of Agency provided heads at the Proposer’s sole cost and expense. Infrastructure to include the necessary conduit for both power and data back to the building’s electrical panel or subpanel, required signage, accessible route and parking lot striping.

3.5.3 Emission reduction initiatives in Executive Order 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 in Washington State Energy Code Chapter 4 Commercial Energy Efficiency or Chapter 5 Existing Buildings that are supported by documented energy savings.

4 Instructions for Submitting Proposals

4.1 Submit proposals, as described herein, no later than 3:00PM, 01/13/2022 (Pacific Time) 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.

4.1.1 Proposers have two options to submit their proposals electronically.

Option 1 – Email: Submit proposal to the RES designated email address: desresbidclerk@des.wa.gov. Please title the email subject line “RFP Project # 21-10-334, [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.

Option 2 - Cloud: Submit proposals by uploading to the cloud through secure a link. To use this option to submit proposals, please complete Step 1 below, and, if desired, optional Step 7, by 2PM January 10, 2022.

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. If you'd like confirmation that your test upload was successful, please notify RES at desresbidclerk@des.wa.gov
6. Submit bids by uploading 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.

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

1. Hand delivery of proposals will only be accepted at **1500 Jefferson Street SE, Olympia, WA** at these designated times:
 - a. 01/11/2022 from 9:30AM to 11:30AM, and
 - b. 01/13/2022 from 9:30AM to 11:30AM.
2. On arrival, there will be a locked box outside of the building entrance. Drop your proposal package into the box.
3. Hand delivered proposal documents must be submitted as one packet. Clearly label the packet with RFP Project # 21-10-334, [Proposer Name].

4.2 Proposals must be submitted in the format designated by this RFP, see Exhibit 3 – Proposal Checklist for list of required documents.

4.3 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.