



REQUEST FOR PROPOSALS

PROJECT # 18-10-222

EDMONDS COMMUNITY COLLEGE (EDC)

LYNNWOOD/EVERETT, WA

Distribution Date: 11-02-2018

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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 Edmonds Community College (EDC), is requesting proposals to lease Existing Space, Space Under Construction or Planned Space.

1.1 Definitions:

1.1.1 “AGENCY” means the Edmonds Community College (EDC).

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 NEGOTIATE”: 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**”.

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 “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

City	Everett, WA
General Area of Consideration	North Lynnwood WA. South Everett WA.
Preferred Area	Mukilteo east to I-5, South to 164 th , West to 52 nd Ave. and back up to Mukilteo, WA
Space Type	Office

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Approximate Rentable Square feet	6,314 BOMA rentable Square Feet,
Special considerations	First level accommodations would be beneficial.
Parking Spaces (Total)	a. Minimum parking requirement is code or 40 parking stalls. b. Proposals that include up to 40 parking stalls (or code required, whichever is greater) may be advantageous to the agency.
Initial Full Term	5 Years (Proposers may, at their discretion, include a 10-year term as an option.)
Beneficial Occupancy	A Minimum of 3 Weeks Prior To Lease Commencement
Construction Substantial Completion	A Minimum of 1 Week Prior To Lease Commencement
Lease Commencement Date	Not later than October 1 st , 2019

- 2.1.1 The number of required parking spaces is based on city code as well as the Agency requirements and needs (See also **Appendix A – SPACE REQUIREMENTS**)
- 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 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.
- 2.1.5 The required Lease Proposal Form is included in **Exhibit 3** (Lease Proposal Form) to this RFP.
- 2.1.6 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.
- 2.1.7 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 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 and 2.1 of this RFP in order to meet the AGENCY statutory requirements.
 - 2.2.2 This facility will include programs and staff from Edmonds Community College, Head Start Program (EDC) Edmonds 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 and should not be located in an area that is of a heavy industrial, large or busy retail, or of a residential character.
 - 2.3.2 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.

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- 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 proposed site must provide or be improved to provide the infrastructure to support up to Three “Level 2” charging stations at designated parking stalls, with two charging heads on each station, serving a total of six designated parking stalls.

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

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
Issue Request for Proposals	November 2, 2018
Pre-Proposal Conference (via Teleconference)	November 16, 2018
Question and Answer Period	December 16, 2018
Issue amendments/addendums to RFP (if necessary)	No Later Than December 21, 2018
Proposals due	December 23, 2018
Proposals opened and reviewed for responsiveness	December 27 – 28, 2018
Conduct site visits and presentations	January 8 – 9, 2019
Send Request for Updated Proposal to Qualified Proposers (Previously termed “Invitation to Negotiate”)	January 10, 2019
Evaluate proposals	January 24 – 25, 2019
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	January 31, 2018

4 Pre-Proposal Conference

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Proposal Conference, November 16th **10:30 A.M.** in Conference Room 2330, 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 inform you of the identify of the requestor and the date that DES will disclose the requested records

5.3.1.2 In such case, DES will typically 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

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, December 23, 2018** (Pacific Time) at the address indicated below.

Request For Proposal (RFP) Project 18-10-222, Edmonds Community College (EDC),
Edmonds, WA

Physical Address:	Department of Enterprise Services Real Estate Services Attn: Amber Dixon, Project #: 18-10-222 1500 Jefferson Street SE Olympia, WA 98504
USPS Mailing Address:	Department of Enterprise Services Real Estate Services Attn: Amber Dixon Project #: 18-10-222 PO Box 41468 Olympia, WA 98504-1468

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

Amber Dixon
Leasing Agent

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

(360) 407-9320
amber.dixon@des.wa.gov