



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

RFP NO. 16-200

Data Collection for Washington State Space Utilization Study

AMENDMENT NO. TWO (2)

OFM RESPONSE TO BIDDER QUESTIONS

03.04.2016

OFM Answers to Bidders' Questions

This OFM Answer to Bidders' Questions may only explain or clarify some aspect that is already addressed in the RFP. However, some of the answers may also supplement or change what was previously stated in the RFP or in an exhibit.

Therefore it is important that bidders review all questions and answers, and not just those which they may have submitted.

Bidders' Questions & Answers

Question 1: *What is the nature of the "space utilization data" to be collected? Does that imply measuring the proportion of the day that employees are occupying space in work stations, private offices, conference rooms, etc.? Would data be in aggregate or segregated by agency, position description or location?*

ANSWER: Section 1.2 of the RFP states: "Space utilization data will include occupancy frequency and/or approximate durations of use in workstations, private offices, and other types of workspace within each facility."

Segregated data would be preferred as this could then be sorted and used in various ways by OFM.

Question 2: *Is the ultimate goal to update methods for forecasting and allocating space on an equitable basis considering changes in workplace technologies, occupancy patterns, physical configurations and collaborative culture?*

ANSWER: OFM will take all of the above into account when making recommendations to the legislature on the state's space standards including alternative work place strategies.

Question 3: *Does the OFM strive to develop recommendations that go beyond the immediate questions and address underlying concerns?*

ANSWER: OFM will develop recommendations that address the state's current systems based on a variety of information including the results of this data collection effort to address future space use recommendations. This is an ongoing responsibility of OFM. OFM promotes four statewide goals for facilities. These include leasing and owning facilities that 1) provide space that supports the business needs of state agencies; 2) provide space that is healthy, safe, and sustainable; 3) use the state's facilities efficiently; and 4) use all of the state's fund sources effectively.

Question 4: *What is the best use of consulting expertise? Is your office open to expanding the role of the consultant beyond data collection to support the OFM's ability to achieve the "ultimate goal"?*

ANSWER: OFM Facilities Oversight is made up of analysts that have a deep understanding of state operations, our current facilities portfolio, and the policy direction for the state. We have determined that the expertise we need from a private consultant is the collection of space use data to augment other analysis that is underway. OFM's priority is for data to be collected for all the locations listed. If the proposer can accomplish that within the maximum budget, then additional work may be proposed as long as it does not exceed the maximum budget.

Question 5: *Item 1.2 States "other types of workspace" – please provide some examples of these "other types" of spaces.*

ANSWER: Each state office has different business needs requiring unique facilities design. As such, it will vary from facility to facility. "Other types" of workspace could include drop-in spaces, service counters, shared workstations, or common space that is regularly used as short term work areas.

Question 6: To plan for the study sample, Exhibit C is included as a “representative list” of some 40 locations

- **How many locations are intended to be studied?**
- **Is each county intended to be included?**
- **Is each agency intended to be included?**
- **Does the State have a goal for the number of people to be studied in total?**
- **Will the consultant make its own selection of sites?**

ANSWER: The facilities listed are a representation of state offices across various lines of business and office space size. Ideally, all facilities would be surveyed. Not all counties or agencies are included or need to be included. The state does not have a target number of employees to be studied.

If not all facilities can be included, then the Bidder should specify which facilities will be surveyed and in which order the Bidder believes will provide the most value to the state. The selection of specific sites will be negotiated between OFM and the successful Bidder. However, the overall budget for the proposed services shall not exceed \$125,000.

Question 7: Are travel expenses to be included in the overall budget for the study?

ANSWER: Yes.

Question 8: The RFP calls for collection space utilization data from multiple state office facilities but does not provide clarification if OFM requires the vendor to provide analysis and recommendations based on the data. Does OFM just require raw data collected or does the data collection need to be supplemented with a final report and presentation?

ANSWER: OFM is requiring only raw data. The data must be provided in a format that is able to be manipulated by OFM, such as Microsoft Excel, on or before June 3, 2016.

Question 9: Are you able to provide a breakdown of which business/agencies reside at each site, so that we can ensure the majority of groups are captured as part of the utilization study?

ANSWER: All facilities in this sample are administrative, field or service delivery office buildings. An expanded list of the representative sample is provided in this attachment.

Question 10: What level of data information will the agency be able to provide upon selection (i.e. CAD plans of all buildings, personnel/business seat allocation data in Microsoft Excel)?

ANSWER: The state plans to have floor plans for most facilities. Where available they will be provided in CAD. A list of personnel/business seat allocation data is not currently available.

Question 11: We typically hire a sub-contractor to help support data collection and these individuals are identified closer to launch of the study. We want to confirm that OFM is not requesting us to have the names of these sub-contractors as part of the submission.

ANSWER: Yes, we do expect that you identify all the resources you would anticipate working on this project. If this is to be determined, state that in your proposal and make it clear what work those individuals will perform.

Question 12: What is OFM's expectation for the length of time data is collected at each location (i.e. 1 week or 2 weeks per site)?

ANSWER: It is expected that the bidder will submit a work plan that indicates the specific approach to accomplish OFM's defined Objectives and Scope of Work. The bidder will provide collected data that represents the location's typical utilization. We would expect each site to be no more than 1 week.

REPRESENTATIVE SAMPLE OF FACILITIES

Below is a list of facilities with an address, the number of agencies housed, approximate office square footage, and approximate workspace count. These facilities are **not** in priority order and may be proposed in order the Bidder believes will provide the most value to the state.

ADDRESS	CITY	COUNTY	AGENCIES	PRIMARY TYPE OF OFFICE	APPROXIMATE SQUARE FEET	APPROXIMATE WORKSPACE COUNT
306 W WISHKAH ST	ABERDEEN	GRAYS HARBOR	DOC	SERVICE DELIVERY	6360	19
415 W WISHKAH ST	ABERDEEN	GRAYS HARBOR	DSHS, L&I, ES	SERVICE DELIVERY	47891	190
805 156TH AVE NE	BELLEVUE	KING	DSHS, DEL	SERVICE DELIVERY	45455	190
3201 SMITH AVE	EVERETT	SNOHOMISH	ES	SERVICE DELIVERY	12176	39
3501 COLBY AVE STE 100A 102 100B	EVERETT	SNOHOMISH	SAO	FIELD	2269	7
729 100TH AVE SE	EVERETT	SNOHOMISH	L&I	SERVICE DELIVERY	22848	107
8625 EVERGREEN WAY STE 100 &208	EVERETT	SNOHOMISH	DOC	SERVICE DELIVERY	22141	78
33600 SIXTH AVENUE SOUTH	FEDERAL WAY	KING	LCB	FIELD	2457	20
20819 72ND AVE S STE 680	KENT	KING	DOR	FIELD	10508	45
4450 10TH AVE SE	LACEY	THURSTON	DSHS	ADMINISTRATIVE	54788	247
640 WOODLAND SQUARE LP SE	LACEY	THURSTON	ES	ADMINISTRATIVE	82149	485
645 WOODLAND SQUARE LOOP SE	LACEY	THURSTON	DOL	SERVICE DELIVERY	5746	12
9501 LAKEWOOD DR SW STE E	LAKEWOOD	PIERCE	DSHS	FIELD	7374	30
16018 MILLCREEK BLVD SE	MILL CREEK	SNOHOMISH	DFW	FIELD	11700	45
1500 JEFFERSON ST SE	OLYMPIA	THURSTON	DES, WATech	ADMINISTRATIVE	237977	964
2000 4TH AVE W	OLYMPIA	THURSTON	DOL	ADMINISTRATIVE	20221	87
505 UNION AVE SE STE 350	OLYMPIA	THURSTON	TIB/FMSIB	ADMINISTRATIVE	4632	16
711 CAPITOL WAY S STE 400	OLYMPIA	THURSTON	ACB	ADMINISTRATIVE	4129	17
1300 QUINCE ST SE	OLYMPIA	THURSTON	SBCTC	ADMINISTRATIVE	39757	175
1120 N OREGON AVE	PASCO	FRANKLIN	AGR	FIELD	2352	1
2407&2620 N COMMERCIAL AVE	PASCO	FRANKLIN	DFW/DNR	FIELD	4700	22
201 W MAIN AVE	PUYALLUP	PIERCE	DSHS	SERVICE DELIVERY	27361	122
303 BRADLEY BLVD STE 201	RICHLAND	BENTON	DOH	FIELD	4709	22
2001 6TH AVE STE	SEATTLE	KING	COM	FIELD	14283	64
500 1ST AVE S	SEATTLE	KING	DSHS	FIELD	80224	306
8830 25TH AVE SW STE 1	SEATTLE	KING	DOL	SERVICE DELIVERY	9604	15
2901 3RD AVE	SEATTLE	KING	DOT	ADMINISTRATIVE	86510	350
1250 PACIFIC AVE	TACOMA	PIERCE	ATG	FIELD	32768	120
939 MARKET ST	TACOMA	PIERCE	IND	SERVICE DELIVERY	6035	17
101 ISRAEL RD SE	TUMWATER	THURSTON	DOH	ADMINISTRATIVE	99621	475
222 TUMWATER BLVD SW BLDG 16	TUMWATER	THURSTON	WSP	FIELD	6000	20
6860 CAPITOL BLVD SE	TUMWATER	THURSTON	DSHS	ADMINISTRATIVE	61412	175
7345 LINDERSON WAY SW	TUMWATER	THURSTON	DOC/DOT	ADMINISTRATIVE	212472	1134
801 88TH AVE	TUMWATER	THURSTON	DNR	FIELD	8430	41
1111 ISRAEL RD SW	TUMWATER	THURSTON	PARKS/ELUHO	ADMINISTRATIVE	52510	205

1250 ALDER ST	UNION GAP	YAKIMA	ECY	FIELD	41200	146
2830 EUCLID AVE BLDG A & B	WENATCHEE	CHELAN	DOT	FIELD	10256	61