

**REQUEST FOR INFORMATION**  
PUBLIC NOTICE  
STATE OF OREGON  
Department of Administrative Services  
Date: September 7, 2016

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The State of Oregon's Department of Administrative Services (DAS) is requesting information on leasable office facilities in the **Medford, Oregon** area as further defined below. We are looking for a suitable facility to be leased by the Oregon Employment Department ("OED") for WorkSource Oregon office space, to be occupied in partnership with other regional workforce organizations. The State Of Oregon will consider build to suits but give preference for existing buildings in target area as defined below.

**PLEASE NOTE: The State of Oregon is changing its leasing approach in that it may use third-party brokers in some transactions. The State (DAS) is represented by Cushman & Wakefield in this transaction. Please consider this as you send information. If you have questions or comments, please call Lisa Haver at 503 510-2569.**

**LOCATION PARAMETERS:** Properties submitted for consideration must be located in the City of Medford, Oregon. The State will lend preference to those sites that contribute to the city's economic development and comprehensive plans. It will also lend preference to those sites in close proximity to the Rogue Community College (RCC)/Southern Oregon University (SOU) Higher Education Center and the RCC downtown Medford Campus.

**FACILITY:** Approximately **20,000 – 25,000 rentable square feet of space**. A stand-alone site is preferred but will consider a multi-tenanted building. A combination of multiple buildings, either adjacent or in close proximity to each other, will also be considered. The facility must be ADA accessible. The facility/site also must be properly zoned for this use. Easy ingress and egress from the parking lot is needed.

The Facility to be delivered by the selected owner will be a "Turn Key" building to be occupied by OED. OED will provide systems furniture and furniture for conference/client interview rooms and waiting areas.

**LEASE TERM:** **Seven (7), ten (10) or fifteen (15) year lease term** with options to extend for 2 additional terms of 3 years each. Use of the standard State of Oregon lease will be required. **Occupancy is desired with 2rd quarter of 2017.**

**INFORMATIONAL SUBMITTAL:**

Please provide the following information in the submittal package:

1. Provide the exact location and description of the facility such as size and shape, type of construction, floor plans, asking rental rate, site map, photos, and other appropriate location and descriptive material.
2. Provide information on zoning, surrounding neighborhood compatibility, and access to public transportation.
3. Proof of ownership or authority to represent ownership as well as cursory information that speaks to financial strength and development/project management history, if applicable.
4. Describe parking availability at the facility as well as alternative parking availability.
5. Provide the date the property is available for tenant improvement construction as may be required.

This RFI is seeking preliminary information on potential suitable properties. For those properties identified or selected by the State of Oregon for further evaluation, an RFP will be submitted through Cushman & Wakefield.

**Submit by 12:00 p.m Wednesday, September 21, 2016 to:**

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Cushman & Wakefield  
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503-279-1752