REQUEST FOR INFORMATION
PUBLIC NOTICE
STATE OF OREGON
Department of Administrative Services
Date: October 7, 2022

The State of Oregon’s Department of Administrative Services (DAS) is requesting information on leasable office facilities in the Hermiston, Echo, Irrigon or Boardman, Oregon areas as further defined below. We are looking for a suitable facility to be leased by the Employment Department (OED) for government office use and client services delivery. The State of Oregon would prefer existing buildings in the target areas, as defined below.

Please note: This Request for Information (RFI) is not a procurement process and DAS Real Estate Services is not bound to public contracting codes. This RFI process is not a scoring process, rather, is part of a negotiation process. The choice made is not based on scores.

LOCATION PARAMETERS: Properties submitted for consideration must be located within the Hermiston, Echo, Irrigon or Boardman areas of Oregon. The State will lend preference to those sites that contribute to the city’s economic development and comprehensive plans.

FACILITY: Approximately 4,300 to 5,500 +/- rentable square feet of space, including sufficient parking spaces for staff and for customers, with ADA parking adjacent to the office space as required by code. The facility/site also must be properly zoned for governmental office space. Located on or near a bus line is preferred as well as easy ingress and egress from the parking lot.

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: Requesting information on lease terms of 5 years, 7 years or 10 years, with two (2) Extension Options for consecutive terms of five (5) years each. Use of the standard State of Oregon lease will be required. Occupancy is desired on or before January 1, 2023 but is negotiable.

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 zoning map and city limits boundary map.
3. Provide information on surrounding neighborhood compatibility, and access to public transportation.
4. 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.
5. Describe parking availability at the facility as well as alternative parking availability.
6. 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.

Submit by 12:00 p.m. on Friday, October 21, 2022 to:

Liz Beaty, Leasing & Property Agent, Team Lead
Department of Administrative Services, Real Estate Services
1225 Ferry Street SE, U100
Salem, Oregon 97301
Email: liz.beaty@das.oregon.gov
Phone: 503-510-1705