

REVISED REQUIREMENTS

Please note revisions are in red

REQUEST FOR INFORMATION

PUBLIC NOTICE

STATE OF OREGON

Department of Administrative Services

Date: **October 18, 2024**

The State of Oregon's Department of Administrative Services (DAS) is requesting information on leasable office facilities in **La Pine, Oregon** as further defined below. We are looking for a suitable facility to be leased by the Department of Human Services (DHS) for government office use. The State of Oregon will consider build-to-suit proposals, but shall give preference for existing buildings in the target area 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 in La Pine, Oregon. The State will lend preference to those sites that contribute to the city's economic development and comprehensive plans.

FACILITY/FACILITIES:

DHS Office requirement

Approximately 15,000 to 20,000 rentable square feet of space, including exclusive use of ample parking, 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. 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 DHS. DHS will provide systems furniture and furniture for conference/client interview rooms and waiting areas.

Office of Resilience and Emergency Management (OREM) requirement

Approximately 20,000 square feet of office and storage space, to be split evenly with 10,000 sf of office and 10,000 sf of storage, including exclusive use of ample parking, 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. 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 OREM. OREM will provide racking, systems furniture and furniture for conference/client interview rooms and waiting areas.

The State of Oregon will consider one campus for both facilities or separate buildings, as well as separate lots.

LEASE TERM:

Requesting information on a seven (7) to ten (10) year lease term with two (2) Extension Options for consecutive terms of two (2) years. Use of the standard State of Oregon lease will be required. Occupancy is desired on or before January 1, 2026.

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, November 8, 2024, to:

Lisa Haver, Leasing & Property Agent Department of Administrative Services, Real Estate Services 1225 Ferry Street SE, U100 Salem, Oregon, 97301 Email: lisa.haver@das.oregon.gov Phone: 503-385-6045
