Leasing Process

Siting Private Sector Facilities

DAS' goal is to optimally site to meet agency needs while driving the highest value for the State of Oregon

1. Define Space Need and Initiate RFI
2. Evaluate RFI's & Develop Leasing Strategy
3. Evaluate for Comparable Properties
4. Tour Sites That Meet Criteria. Select Top Candidates
5. Issue RFP's and Begin Lease Negotiations
6. Select Best Proposal. Create Lease

End of DAS Process

DAS Consults with Client Agency

STATE OF OREGON - DAS Real Estate Leasing Best Practices
1. Define Space Need & Initiate RFI

- Tenant Agency submits Office Space Request Form
- Identify staff at Agency, DAS, private brokerage, and others who will comprise the team for this lease
- Tour current space
- Review workspace needs and identify likely components of optimal future space
2. Evaluate RFI’s & Develop Leasing Strategy

- Refine understanding of client’s agencies, spatial and financial requirements
- Prepare summary analysis and report
- Identify alternative locations
Leasing Process

3. Evaluate for Comparable Properties

- Refine comprehensive market study
- Match potential facilities with Client’s requirements
- Evaluate how properties meet agencies requirements
4. Tour Sites that Meet Criteria. Select Top Candidates

- Evaluate collocation opportunities
- Conduct tours of the most qualified options
- Take into consideration local staff and management input on locations
- Define top locations that meet siting criteria
Leasing Process

5. Issue RFP’s and Begin Lease Negotiations

- Prepare and issue Landlord RFP’s
- Evaluate proposals
- Formulate negotiation strategies
- Present counter proposals
- Preliminary financial analysis of each option
Leasing Process

Create Lease

- Prepare and present final selection recommendation
- Review Lease terms & conditions with Agency and Department of Justice
- Communicate the selected location to all proposers
- Write Lease