

REQUEST FOR INFORMATION
PUBLIC NOTICE
STATE OF OREGON
Department of Administrative Services
Date: October 2, 2024

The State of Oregon's Department of Administrative Services (DAS) is requesting information on leasable office facilities in **Salem, Oregon** as further defined below. We are looking for a suitable facility to be leased by the Oregon Military Department (OMD) for government office use. The State of Oregon will not consider build-to-suit proposals and requires 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 Salem, Oregon. The State will lend preference to those sites that contribute to the city's economic development and comprehensive plans.

FACILITY:

Approximately 70,000 rentable square feet of space, including exclusive use of a minimum of 250 parking spaces and a fenced parking area for a minimum of 30 vehicles, 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 with approximately 57 offices and 150 cubicles to be occupied by OMD, and OMD will prefer locations with existing systems furniture, including furniture for conference rooms.

LEASE TERM:

Requesting information on an eighteen (18) month to two (2) year lease term with two (2) Extension Options for consecutive terms of one (1) year each. Use of the standard State of Oregon lease will be required. Occupancy is desired on or before January 1, 2025.

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 11, 2024, to:

Jennifer Blake, Leasing & Property Agent
Department of Administrative Services, Real
Estate Services
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