



Washington State Department of  
**Enterprise Services**  
REAL ESTATE SERVICES

**MARKET SEARCH**

Amended 3.14.2022

The State of Washington, acting through the Department of Enterprise Services (DES), and on behalf of the agency referenced below, is seeking to lease space as defined in this document.

**Project Information**

**Project #:** 20-02-036  
**Agency:** Law Enforcement Officers and Fire Fighters (LEOFF)  
**Location:** Olympia or Tumwater, Washington  
**Square footage:** 2,911 BOMA Rentable square feet of Office Space  
**Date posted:** February 13, 2020  
**Desired term:** 5 year required - will consider 10 years  
**Occupancy desired:** April 1, 2021

**DES Real Estate Services (RES) Contact Information**

**Leasing Agent:** Michelle Shepler  
**Email:** [michelle.shepler@des.wa.gov](mailto:michelle.shepler@des.wa.gov)  
**Phone number:** 360-407-9350  
**Mailing Address:** 1500 Jefferson Street SE  
PO Box 41468  
Olympia, WA 98504-1468

**Geographical Areas of Consideration:**

Properties for consideration shall be located in the following preferred areas: Olympia or Tumwater.

**Attachments:** [Appendix A Leased Space Requirements](#)  
[Appendix B New Space Addendum](#)  
[Appendix C Space Planning Data](#)  
[Appendix D Definitions](#)  
[Appendix E Lease Standard](#)

**General Considerations:**

- a. Space should meet the RES definition of "Existing Space." See Appendix D, "Definitions" for RES definition of "Existing Space," "Space Under Construction," or "Planned Space."
- b. Parking count must meet the requirements established in the municipal code for the intended use, unless otherwise indicated.
- c. Lease will be written on the State of Washington's approved lease documents. See

Appendix E, "Lease Standard."

- d. Governor's Proclamation 21.14: On August 9, 2021, pursuant to the governor's emergency powers authorized in RCW 43.06.220, Washington Governor Jay Inslee issued Proclamation 21-14 – COVID-19 Vaccination Requirement, ("Proclamation"). Effective October 18, 2021 (November 30, 2021 for Office of the Attorney General, the Office of the Commissioner of Public Lands and the Department of Natural Resources, the Office of Insurance Commissioner, the Office of the Lieutenant Governor, and the Office of Superintendent of Public Instruction), the Proclamation prohibits state agencies from permitting contractors to engage in work for the agency if the personnel performing the work (including subcontractor personnel) have not been fully vaccinated against COVID-19 as set forth in the Proclamation. The ASP must comply with all provisions of the Proclamation and its amendments and will certify that they have a plan in place to do so prior to lease execution. A Declaration Form will be provided to the ASP, confirming their intent to comply. The governor's proclamations are located here: <https://www.governor.wa.gov/office-governor/official-actions/proclamations>.

**Location Characteristics:**

The agency has identified certain key location features for delivery of their services, including but not limited to the following:

- a. Proposed facilities should be in an appropriately zoned area. The agency prefers West Olympia and Evergreen Park Drive area, but would consider Tumwater. Proposed facilities should be within the PLA.
- b. Preference may be given to a locations that are in close proximity to existing public transportation route or routes. Additionally, proposed facilities served by public transportation with hourly service during the hours of 8 AM to 5 PM may be advantageous to the agency.
- c. Proposed facilities must be in areas with sufficient infrastructure in place to support the agency operational needs. See building characteristics below.

**Building Characteristics:**

- a. Please refer to Appendix C, "Space Planning Data" for specific program requirements. The program and layout will be adapted to the selected facility during the design process.
- b. Please refer to Appendix A, "Leased Space Requirements" for general performance requirements and specifications, and Appendix B, "New Space Addendum" for specific site, building, and minimum tenant fit-up requirements.
- c. Then agency is requesting a Reception space, Kitchen/Breakroom, Copy/Supply/Storage room, Conference room, Telecom/LAN, Collaboration space, Janitor space, Wellness/Lactation space.

**Additional Considerations:**

The agency has identified certain key building features for delivery of their services, including but not limited to the following:

- a. Comfort dog friendly building.