



Washington State
**DEPARTMENT OF
ENTERPRISE SERVICES**

MARKET SEARCH

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 #: 23-06-254
Agency: Office of the State Auditor (SAO)
Location: Pierce County, WA
Square Footage: 2,740 BOMA rentable square feet of Office Space
Date posted: August 24, 2023
Desired term: 5 Years
Occupancy desired: May 1, 2025

DES Real Estate Services (RES) Contact Information

Leasing Agent: Trevor Lybbert
Email: trevor.lybbert@des.wa.gov
Phone number: (360) 701-7259
Mailing Address: 1500 Jefferson Street SE
P.O. Box 41468
Olympia, Washington 98504-1468

Geographical Areas of Consideration:

Properties for consideration should be in Tacoma or vicinity, WA.

Attachments: [Appendix A Leased Space Requirements](#)
[Appendix B New Space Addendum](#)
[Appendix C Space Allocation](#)
[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,” and “Planned Space.”
- b. Parking count must meet the code parking requirements. Proposals that include access to additional parking stalls may be advantageous to the AGENCY.

- c Lease will be written on the State of Washington's approved lease documents. See Appendix E, "Lease Standard."

Location Characteristics:

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

- a Proposals located within Tacoma or in the immediate vicinity including Fife and the Port of Tacoma.
- b Proposed facilities should be in an appropriately zoned area.
- c Facilities located outside of the 100-year flood plain as defined by the Federal Emergency Management Agency (FEMA) may be advantageous to the agency.
- d 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 Allocation" 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.