



Washington State Department of
Enterprise Services
REAL ESTATE 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 #: 22-11-344
Agency: Employment Security Department
Location: Ellensburg, WA
Square Footage: 3,254 BOMA rentable square feet of office space
Date posted: December 16, 2022
Desired term: 5 Year
Occupancy desired: July 1, 2024 or sooner if possible

DES Real Estate Services (RES) Contact Information

Leasing Agent: Amy Pappajohn
Email: amy.pappajohn@des.wa.gov
Phone number: (509) 222-9553
Mailing Address: 1500 Jefferson Street SE
P.O. Box 41468
Olympia, Washington 98504-1468

Geographical Areas of Consideration:

Properties for consideration should be located in Ellensburg, 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," or "Planned Space."
- b. Parking count must meet the requirements established in the municipal code for the intended use (Minimum of 33 spaces). Proposals that include access to additional

- parking stalls may be advantageous to the Agency.
- c Code required Electric Vehicle Charging Station infrastructure.
- d 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 Proposed facilities should be in an appropriately zoned area.
- b Proposals that are in proximity to Central Washington University (CWU) may be advantageous to the agency.
- c Preference may be given to 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.
- d Facilities located outside of the 100-year flood plain as defined by the Federal Emergency Management Agency (FEMA) may be advantageous to the agency.
- e Proposed facilities must be in areas with sufficient infrastructure in place to support the agency operational needs. See building characteristics below.

Building Characteristics:

- a. Proposals that are fully ground floor access may be advantageous to the agency.
- b. 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.
- c. 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.