



Market Search for Leased Space

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 #:	25-10-370
Agency:	Office of Civil Legal Aid (OCLA)
Location:	City of Spokane
Square Footage:	Approximately 240 BOMA rentable SF of Office space.
Date posted:	12/16/2025
Desired term:	5 years. A minimum lease term of five (5) years is required. Proposers may, at their option, include other lease terms no longer than ten (10) years.
Occupancy desired:	3/1/2026

DES Real Estate Services (RES) Contact Information

Leasing Agent:	Jessie Russell
Email:	jessie.russell@des.wa.gov
Phone number:	564-250-2255
Customer Service:	desrescustomersupport@des.wa.gov
Mailing Address:	1500 Jefferson Street SE P.O. Box 41468 Olympia, Washington 98504-1468

Attachments: [Appendix A Leased Space Requirements](#)

[Appendix B LSR New Space Addendum](#)

[Appendix D Definitions](#)

[Appendix E State Standard Lease](#)

[Appendix F Area of Consideration](#)



Geographical Areas of Consideration:

Properties for consideration should be located within the area described in Appendix F.

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. Desired parking: Space availability for up to 3 stalls for employee and customer use would be advantageous to the agency. Parking quantities exceeding code minimums may require a parking exemption per [RCW 43.01.240 \(3\)](#).
- c. Lease will be written on the State of Washington's approved lease documents. See Appendix E, "State Standard Lease."
- d. RES will require proof of ownership prior to drafting lease documents. The preferred proof of ownership is a clear title report. In certain circumstances, a certified copy of the deed may be an acceptable substitute for the title report.
- e. Prevailing Wage: Proposer and Proposer's vendors and contractors shall pay Prevailing Wages or applicable Federal Wages to all workers, laborers, or mechanics employed in the performance of any part of the proposed project in accordance with RCW 39.12 and the rules and regulations of the Washington State Department of Labor and Industries (L&I). Proposer agrees to comply with the provisions of RCW 39.12 as required under RCW 39.04.260 unless specifically exempted by the L&I. Submit all compliance paperwork directly to L&I, who makes all determinations regarding the applicability of Prevailing Wage. For additional information, visit L&I's website at <https://lni.wa.gov/licensing-permits/public-works-projects/contractors-employers/>.
- f. Agencies will consider a facility with a documented or calculated low Energy Use Intensity score (EUI) to be advantageous. Building shell construction, air sealing, insulation, electrical and lighting systems, and HVAC systems in State leased facilities are required to meet or exceed the Washington State Energy Code at the sole cost and expense of the lessor.

Location Characteristics:

- a. Proposals should be located within the following Geographical boundaries:
 1. City of Spokane.
 2. Preference may be given to locations that are in the downtown corridor.



- b. Proposed facilities should be in an appropriately zoned area.
- c. Preference may be given to locations that are near 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. Proposals that provide ready access to freeway and other major arterial roads may be advantageous to the Agency.
- e. Facilities located outside of the 100-year flood plain (as defined by the Federal Emergency Management Agency (FEMA) may be advantageous to the agency.
- f. Proposed facilities must be in areas with sufficient infrastructure in place to support the agency operational needs. See building characteristics below.

Building Characteristics:

- a. The minimum requirement for leased office space is a complete, code compliant, enclosed, conditioned space with plumbing, power, and lighting, able to be configured to suit the agency program.
- b. Please refer to:
 - 1. Appendix A, "Leased Space Requirements" for general performance requirements and specifications.
 - 2. Appendix B, "New Space Addendum" for specific site, building, and minimum tenant fit-up requirements.
- c. Facility must have two private offices. It may be advantageous to the agency to have one of these offices be large enough for two workstations.
- d. Facility must have secure, reliable network connectivity. It may be advantageous to the agency to have both wired and wireless connectivity.
- e. Facility must have secure mail and package receiving protocols.
- f. A move-in ready facility with an employee breakroom may be advantageous to the agency.
- g. A facility with an available conference room may be advantageous to the agency.