

Project #: 1003073
Agency: Employment Security Department (ESD)
Location: Port Townsend, WA
Square footage: 3,477 SF BOMA Rentable Office Space
Date posted: April 27, 2018
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Description:

The state of Washington is seeking approximately 3,477 square feet for ESD.

General Areas of Consideration:

Jefferson County – City of Port Townsend

Preferred Area

City Limits of Port Townsend

General Considerations:

- a. Leased space must meet the requirements of Appendix A (Space Requirements) which includes the RES Leased Space Requirements (July 2005 edition) along with the RES Accessibility Addendum (Issued June 2007) except as expressly exempted by the RES Design manager.
- b. Space should meet the RES definition of “**Existing Space**”. See Appendix C for RES definition of “Existing Space”, “Space under Construction” or “Planned Space”.
- c. Parking requirement – 12 spaces or code required, whichever is greater. Proposals that provide additional overflow parking may be advantageous to the AGENCY
- d. Lease will be written on the State of Washington’s approved lease documents. See Appendix D.
- e. Desired term is five (5) years.
- f. Occupancy is expected to be October 1st, 2019.

Location Characteristics:

Properties submitted for consideration should be located in the General Area of Consideration noted above. Proposals located within the preferred area may be advantageous to the AGENCY. In addition, within that general area, the AGENCY has identified a number of characteristics as important to the delivery of service by this field office. These characteristics include, but are not limited to the following:

- a. Proposed facilities should be in an appropriately zoned area and should not be located in an area that is of a heavy industrial, large or busy retail, or of a residential character.
- b. Proposed facilities that are in close proximity to existing public transportation route or routes may be advantageous to the AGENCY.
- c. This facility serves a population that includes individuals with disabilities. Proposals should clearly describe the distance and the grade between the proposed entrance and the nearest public transit stop.

- d. Proposed facilities that provide ready access to freeway or other major arterial roads may be advantageous.
- e. Proposals that are not located within or in close proximity to 100-year flood plain (as defined by the Federal Emergency Management Agency (FEMA) may be advantageous.
- f. Proposed facilities must be in areas with sufficient infrastructure in place to support the AGENCY operational needs to include high speed data and telephone infrastructure. (See also Appendix A, Space Requirements.)

Building Characteristics:

- a. Contiguous office space and a highly efficient load factor.
- b. A facility with a single floor plate and on the ground floor of a building may be advantageous to the AGENCY.
- c. Adequate meeting spaces for both customers and staff.
- d. Clear delineation between the public/customer and staff entrances.
- e. If the proposed building is multi-tenanted, proposers should provide information about the current and proposed building tenants in their proposal.

Further details on the AGENCY's unique requirements and desired characteristics are found in **Appendix A** SPACE REQUIREMENTS and **Appendix B**, Space Data Sheet.

If you have any questions regarding this market search, please contact Amber Dixon at (360) 407-9320, or via email at amber.dixon@des.wa.gov.

Attachments:

[Appendix A Space Requirements](#)

[Appendix B Space Planning Data](#)

[Appendix C Definitions](#)

[Appendix D Lease Document](#)