

**Project #:** 19-04-102  
**Agency:** Department of Licensing (DOL)  
**Location:** Tacoma, WA  
**Square footage:** 8,941 SQ FT BOMA Rentable Office Space  
**Date posted:** 07-15-2019  
**Contact agent:** Amber Dixon  
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Amended 3.4.2022

**Description:**

The state of Washington, Department of Licensing is seeking 8,941 RSF for DOL field office.

**Geographical Areas of Consideration:** North boundary- S 19<sup>th</sup> Street, South boundary- 112<sup>th</sup> Street, West boundary- Grandview Drive West, East boundary- Highway 7. Properties submitted for consideration should be located within these General Area of Consideration (please see Appendix E, below).

**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 – code required. Proposals that provide access to additional 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 desired to be July 01, 2020
- g. 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:**

In addition, within that general geographical areas of consideration, the agency has identified a number of characteristics as important to the delivery of service by this agency. These characteristics include, but are not limited to the following:

- a. Proposed facilities should be in an appropriately zoned area and in some cases, should not be located in an area that is of a heavy industrial, large or busy retail, or of a residential character (as agency needs dictate).
- 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. 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.
- d. 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. Please refer to Appendix B “Space Planning Data” sheets for specific needs of this agency. A highly efficient load factor will could be a consideration depending on agency needs.
- b. Please refer to Appendix A “Space Requirements” for further clarification.
- c. This is a Department of Licensing field office, heavy walk-in visitors.
- d. Code parking minimum, additional parking (100-120 parking stalls) may be advantageous to the Agency.
- e. Retail spaces may be suitable for the Agencies programmatic needs.

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

Attachments:

- [Appendix A Space Requirements](#)
- [Appendix B Space Planning Data](#)
- [Appendix C Definitions](#)
- [Appendix D Lease Document](#)
- [Appendix E Siting Boundaries](#)