



FLORIDA DEPARTMENT of

management
SERVICES

We serve those who serve Florida

Lease Liaison Quarterly Meeting
January 6, 2017

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Non-Disturbance

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Michele Stevens
Bureau Chief of Leasing

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Richard Swank
Senior Attorney
Office of the General Counsel

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Kevin Nix
Lease Operations Administrator

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RSN Trivia

1. If an RSN is showing approved in TRIRIGA, does this certify that your RSN has been approved by DMS?

A. Yes

B. No

C. Maybe

RSN Trivia

1. If an RSN is showing approved in TRIRIGA, does this certify that your RSN has been approved by DMS?

B. No – A DMS leasing specialist will send the requester an email certifying the approval of the RSN

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2. What is the average allocation of space per FTE/Employee allowed on the SAW, measured per usable square feet in Rule 60H-2.003, FAC?

A.165

B.280

C.180

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2. What is the average allocation of space per FTE/Employee allowed on the SAW, measured per usable square feet in Rule 60H-2.003, FAC?

C.180

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3. The agency's breakroom or pantry that will be used by the agency only should be entered on page 2/Special Support area tab of the SAW?

A. True

B. False

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3. The agency's breakroom or pantry that will be used by the agency only should be entered on page 2/Special Support area tab of the SAW?

B.False - The special support area tab on the SAW is used for Public use space. Personnel requirements for the Agency will go on Tab 1 or the division tabs.

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4. The requested square footage amount on the RSN can exceed the total SF justified on the SAW.

A. True

B. False

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4. The requested square footage amount on the RSN can exceed the total SF justified on the SAW.

B.False - The requested square footage amount on the RSN should not exceed the total useable justified SF on the SAW.

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5. A SAW is not required for all lease actions.

A.False
B.True

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5. A SAW is not required for all lease actions.

A. True – A SAW is not required for all modifications with no FTE or Square Foot changes.

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6. When completing a SAW for a modification, the requester should enter the requested space needs under the future space needs column.

- A.True
- B.False

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6. When completing a SAW for a modification, the requester should enter the requested space needs under the future space needs column.

B.False - The requested space needs should always be entered under the current space needs column. If space will be needed in the future, this information can be entered under future space needs.

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7. A tenant broker should be engaged before submitting an RSN to DMS.

A. True

B. False

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7. A tenant broker should be engaged before submitting an RSN to DMS.

B.False - The agency should engage a tenant broker after the RSN has been submitted and approved by DMS.

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Bonus Question:

Can the requester edit an RSN once it has been submitted to DMS? Please explain.

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Bonus Question:

Can the requester edit an RSN once it has been submitted to DMS? Please explain.

Yes. A leasing specialist from DMS must put the RSN in edit mode first before the requester can make edits.

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**Changes to
Tenant
Improvement
Process**

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Tenant Improvement Process

Stephanie Regal-Meyer
Construction Project Consultant

Agency Renovation Request (ARR)- (formerly called “Tenant Improvement”)

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I. New Administrators

II. Changes to Tenant Improvement System

III. Proposed Enhancements for Renovation
Requests

Tenant Improvement has a new name- "Agency Renovation Request (ARR)"

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**Agency
Renovation
Request (ARR)**

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- **Stephanie Regal-Meyer** is an Licensed Interior Designer, who is part of the Interior design Team within DMS/REDM Leasing. She is helping to restructure the process of Tenant Improvement System(TIS) requests, along with the help of our DMS - IT department. Some changes have already been made, and others will launch mid-January. Tutorials will be forthcoming. For any questions she can be contacted directly at: stephanie.regal-meyer@dms.myflorida.com
- **Elena Gonzales-Avidad** is an Architect, and Draftsperson. She maintains and updates our database of AutoCAD floor plans for the Pool Facilities. She field verifies changes to DMS facility floor plans made by Tenants, and updates the changes in the DMS Master Plan files. Any updates to facilities or cubicles should be submitted to her, along with new room/cubicle numbering upon completion of each project. Lease space square footage questions should be verified by e-mail requests to: elena.gonzales-avidad@dms.myflorida.com
- **Trent Janasiewicz** is a licensed Interior Designer who manages TI Renovation projects for DMS facilities. He is the back-up administrator for the TIS when Stephanie is out of the office or when there is a high volume of requests, and Trent also assists with Lease space square footage questions when Elena is out of the office. He can be contacted by e-mail : trent.janasiewicz@dms.myflorida.com
- Agency renovation requests (ARR) should be submitted to: agencyrenovation.request@dms.myflorida.com. For projects not included-see [DMS-website](#).

Changes to Tenant Improvements-Now Agency Renovation Requests (ARR)

ARR forms are located at the following DMS- Main website:

<http://www.dms.myflorida.com/>

The forms can be located under "**Other Services**"-on the lower left side of screen (last line item).



Other Services

[View Surplus Property.](#)

[Track Agency Fleet Activity.](#)

[Dispose of Mobile Equipment.](#)

[Submit a "Request for Space".](#)

[Reserve Capitol/Event Space.](#)

[Place SUNCOM Order.](#)

[Building Construction](#)

[Tenant Improvement Forms](#)

- This Name will be changed to "**Agency Renovation Request Process and Forms**" in Mid- January.
- This will take you directly to forms. It is now a **4 phase process**.



All documents in Every **Phase** need to be submitted in their entirety. Upload all documents individually saving them first in a file on your computer.

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TI Process-Now
called ARR

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Agency Renovation Request (formerly – Tenant Improvement)

Phase 2 Project Pre-Execution – The project number is assigned on the NTS letter. Always include project number on all documents and correspondence.

- **The Contractor/Vendor needs to be informed by the Agency that there is a cost involved for background checks.** It is the responsibility of the Agency to notify the bidders of this expense before quotes are obtained so they understand their requirements. Contractors/Vendors need to verify what level of clearance is required for each DMS facility. Background approvals are building specific. Contractors/Vendors may be required to have both FDLE and DMS background checks completed, and each has their own fees. Please direct Contractors/Vendors to the DMS and FDLE websites if they have questions. Access is available on the DMS main website page under “Other Services” – “Agency Renovation Request process and forms.
- **“Background Check Form”** -Once approved, a Contractor/Vendor must provide the following documentation to the Agency on company letterhead: Contractor/Vendor’s company name, list of employees by first and last names, approval expiration date, name of facility for which entry is approved and level of clearance. This letter must be signed by the owner/principal of the company. The Agency must then submit this form to DMS for verification via JOT Forms.

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- **Permits or “waivers of permit” (waivers consist of e-mail on the Contractor/Vendor’s company letterhead stating that the work to be performed does not require a city permit).** Please note that the determination of permitting requirements vary based on the City in which your project is located. Responsibility falls on the Contractor to determine this prior to the project start date and the costs must be factored into quotes. Copies of permits obtained must be submitted with the documentation in Phase 2 –ARR Jot form.
- **Contractor/Vendor must provide proof of Business Licensure, DBPR license (when applicable) and Liability insurance, and Worker’s Comp insurance - each vendor must submit documents to Agency to upload into Phase 2-ARR Jot forms.**
- **Contractor/Vendor signed Guideline forms- one for each vendor to be uploaded in Phase 2-ARR Jot Forms.**
- **All documents must be obtained from Contractor/Vendor by Agency Representative, and returned to DMS via Jot Forms.**

Changes to Tenant Improvement

Phase 3 Project Execution - is always to be coordinated with the Facility (FM) and occurs once Agency receives the Notice to proceed letter(NTP).

- **Agencies must coordinate the project and schedule work within the Facility with the Facility Manager. This must be coordinated 1- 2 weeks prior to Contractor/Vendor starting work in the Facility. Appointments should be made through the FM.** Facility Manager information is located on the website in a drop down menu by Facility Name on our forms page in special heading/box marked-NOTE ¼ down the page.

Phase 4 Project Close-Out - is always coordinated with the Facility Manager.

- **Final walk-through is performed by REDM. An appointment must be made in advance with your Facility Manager.** A Close-Out Form is located on our website. One is needed for every vendor who worked on the project.
- Inspection(s) must be performed by all necessary entities (FM, State Fire Marshall, City Permitting Officials, etc.) as required by codes and Statutes. All forms must be signed by both Contractor/Vendor and Facility Manager prior to submitting to DMS.
- **It is the responsibility of the Agency to submit closing documentation** to DMS. The Agency has the contractual relationship with the Contractor/Vendor and acts as the project manager.
- **Note:** Documents to be attached with the Close-Out form will vary with the project. **If structural, cubicle lay-out or electrical changes are done to any facilities, then drawings must be submitted to Elena modify Master Plans.**
- **Cubicle number changes/room number changes also must be included. Safety is of the utmost importance.** In the event of any safety issue, we need to be able to notify Emergency Representatives where an issue has been reported. Plans needs to be accurate for them to locate the person or area immediately.

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Proposed Enhancements for Agency Renovation Requests (ARR)

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DMS/REDM has been working with the IT department to streamline the renovation request process, and help to make submittals easier.

NEW FORMS:

- Mid-January – “Jot Forms” will replace paper forms on our website. A Jot Form is an automated form where Agencies will enter all Agency Renovation Requests and upload required documents.
- The ARR will remain a 4 Phase process.
- It is recommended that all documentation is prepared in advance, including all signed forms, proof of licensure, and liability insurance, and all requirements from contractors, etc.
- Documents must be submitted individually per hyperlink, as noted on the new form. Do not lump documents together in one attachment.

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Agency Renovation Request - Phase 1 (External Form)

Have you submitted this same project within the last two fiscal years?

Yes

No

Tip: When going through and entering data in the fields, hit the 'Tab' button instead of the 'Enter' button. When you hit 'Enter' the form thinks you want to submit the form and all required fields light up red.

Agency: *

Facility: *

Facility Manager: *

Lease #: *

Suite # Requested for Renovation:

Required Documents *

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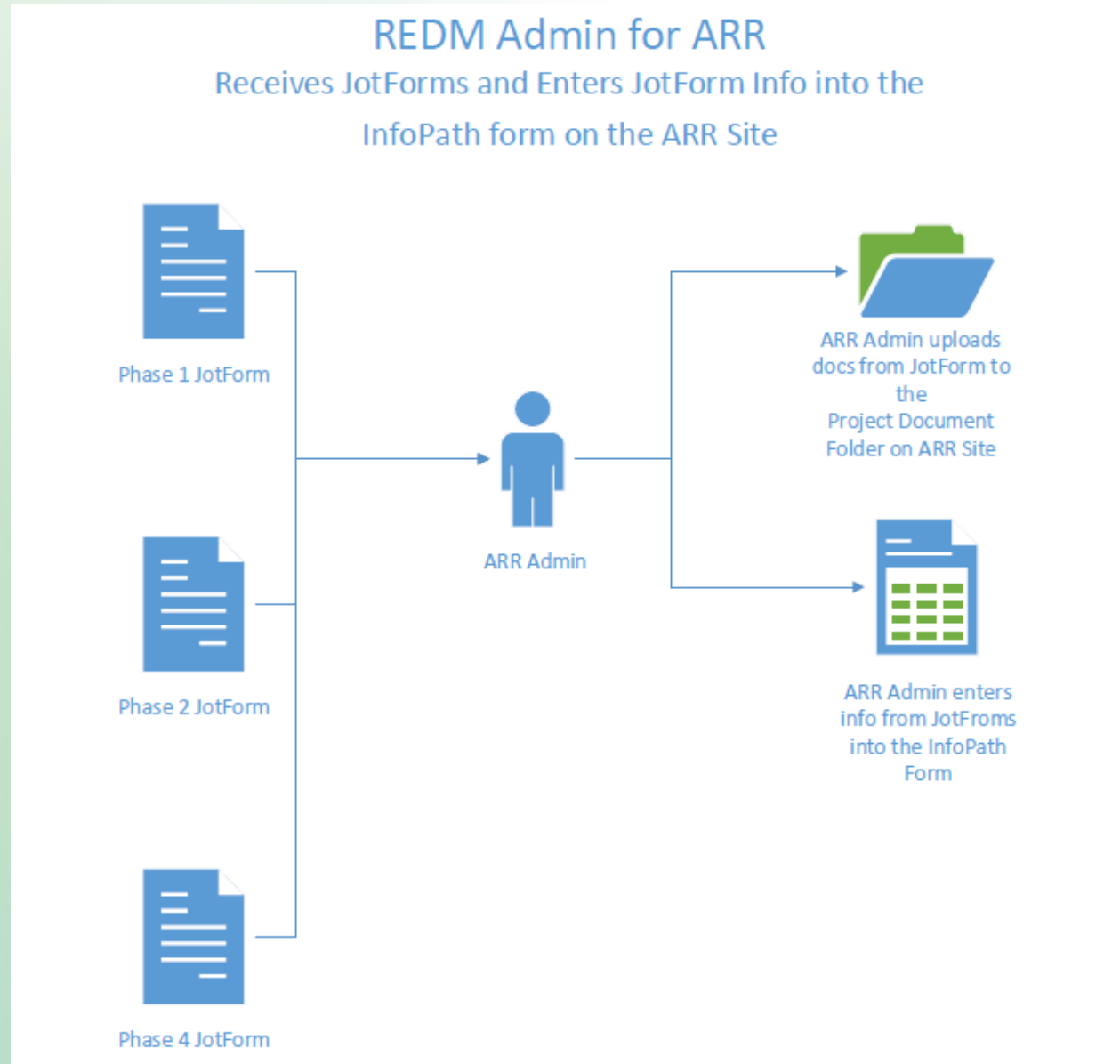
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Other Updates

Background Checks: The process for background checks is under review by DMS and other Agencies. Please watch the DMS website for updates.

TI Process Name Change: All documents related to “Tenant Improvement System” projects will be renamed:

“Agency Renovation Requests”- or ARR.

These changes will begin in January.

Renovation Processes: DMS is committed to improving the Renovation Processes, and will continue to work on both the Agency Renovation Requests (ARR) and the Client Agency Agreement processes (CAA). Please continue to check the DMS website for updates.

Guideline for Preparation of the Scope of Work: DMS is preparing guidelines to help with the Agencies’ preparation of the Scope of Work for renovation projects. This will be included on the website soon.

NEW DEADLINE FOR FISCAL YEAR 16-17:

All TIS requests must be received by DMS by May 12 at 5pm.

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Thank you!

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We appreciate you and all your help
in making our buildings better places
to work!

- Please contact: stephanie.regal-meyer@dms.myflorida.com if you have questions regarding this new process.

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Bob Notman
Leasing Strategy Administrator

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- I. Kickoff expected before the end of February
- II. Annual process to collect data
 - i. Subsection 216.0152(1), Florida Statutes, establishes Florida State-Owned Lands and Records Information System (FL-SOLARIS)
 - ii. Subsection 255.249(8)(a), Florida Statutes, requires agencies to submit information related to space use, etc. by June 30th.
 - iii. Subsection 216.0153(3), Florida Statutes, requires agencies to flag facilities considered candidates for disposition.
 - iv. Subsection 252.385(4), Florida Statutes, requires agencies to identify leased or owned facilities considered suitable as an emergency shelter.

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II. Annual process to collect data

vi. Annual Signature

vii. Key dates:

Due Date	What to Submit
Wednesday, May 31, 2017	Update People First indicator for owned buildings with FTE
Wednesday, May 31, 2017	Completed Agency Leased Inventory Overview Spreadsheet (template provided by DMS) Indication of any leased facility that is suitable as an emergency shelter
Wednesday, May 31, 2017	Any agency-owned facility that may be used as potential emergency shelter
Friday, June 30, 2017	Agency-Owned and -Leased Portfolio Management Plan
Friday, June 30, 2017	Updated owned facility data, including recording any new facilities
Friday, June 30, 2017	Identification of any owned facility considered a disposition candidate
Friday, June 30, 2017	Completed FM4106, Signature Authority

Announcements

RSN/SAW Workshops

90 minute classes available every
Tuesday in February.

1:00 and 3:00

2/7

2/14

2/21

2/28

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Agency Meet and Greets

We'd love to stop by and visit with
your team and discuss how we may
serve you better.

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Give Us Your Feedback

- **Lease Liaison and Administrator
Contact List Update**
- **Suggestions for Future
Presentations**
 - **RSN Workshops**

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New Regional Distribution

We've had additional duties added to our team resulting in a need to readdress our leasing regions for a more balanced workload across the team.

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You've Got Mail?

Contact us to discuss mailing options

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Future Meetings

Thursday, April 6th from 2:00-4:00

Thursday, July 6th from 2:00-4:00

Thursday, Oct 5th from 2:00-4:00

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