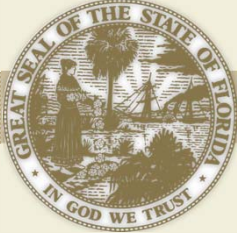


DEPARTMENT OF MANAGEMENT
SERVICES

Agency Lease Liaison Meeting



May 15, 2013
9:00 – 12:00

DEPARTMENT OF MANAGEMENT
SERVICES


Strategic Plan



- 2012 Plan & Execution
 - Ft. Myers Regional Service Center
 - Trammell
 - Hurston
- 2013 Strategic Plan Development
 - Agency Inventory Overview – Due May 31, 2013
 - Portfolio Management Plan – Extended to June 30
 - FL-SOLARIS FITS data – Due June 30, 2013

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DEPARTMENT OF MANAGEMENT
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Tenant Improvement Process

- In July will be releasing new procedures
- All pool building tenant improvements must come from Agency authorized Lease Liaisons.
- Agency Lease Liaisons will have to be certified that they have gone through the training before they can initiate a request.

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DEPARTMENT OF MANAGEMENT
SERVICES




Tenant Improvement Process

Required Forms

- Form 4048 and 40408 A.
- Marked up floor plans – before and after.
- Copies of your construction/modification estimates.
- Schedule for the work to be performed.
- Estimated budget.

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DEPARTMENT OF MANAGEMENT
SERVICES




Tenant Improvement Process

We will be verifying that you have received:

- Fire Marshall approval.
- Local Building Permit(s).
- Contractors background checks.

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DEPARTMENT OF MANAGEMENT
SERVICES




Legislative Session

- DMS Budget
- Senate Bill 1500
- Senate Bill 1502
- House Bill 1145

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DEPARTMENT OF MANAGEMENT
SERVICES

Legislative Session




DMS Budget

- \$28.4 million for deficiency back log repairs of pool buildings.
- \$1.4 million for ADA corrections in the Capitol Building.
- \$1.5 million for tenant improvements in Koger Master Lease.
- \$1.4 million for carpet and paint in pool facilities.
- \$4.4 to renovate pool space to move agencies into state buildings.
- \$1.7 for building commissioning.
- \$500 K to OPS architects to manage construction projects.

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DEPARTMENT OF MANAGEMENT
SERVICES

Legislative Session



Senate Bill 1500


DMS shall complete a study that examines options for leasing to other state agencies the square footage located at the Northwood Centre (67,618 SF) that is currently occupied by the Northwood Shared Resources Center. The study must include the costs for any renovations that would be required to modify this space in order to accommodate its use by a state agency or state agencies.

Report is due 11/01/13

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DEPARTMENT OF MANAGEMENT
SERVICES

LEGISLATIVE SESSION




Senate Bill 1502
Section 17

For all private leases in excess of 2,000 square feet State Agencies shall use tenant broker services to renegotiate or reprocure agreements expiring between July 1, 2014, and June 30, 2016.

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DEPARTMENT OF MANAGEMENT
SERVICES

LEGISLATIVE SESSION



House Bill 1145

Added the definitions of “**managing agency**” which means an agency that services as the title entity of that leases property from BOT and “**tenant broker**” meaning a private real estate broker under contract with DMS.


Requires an agency that is **terminating a lease** of privately owned space before its expiration date notify DMS 90 prior to the termination.

Allows DMS to direct a state agency to occupy or relocate to a **state owned space identified in SOLARIS** (DLA, DACS and DFS are exempt but may elect to move to state space). Any relocation must be made within existing appropriations of the agency and shall not require a transfer of funds pursuant to Chapter 216.

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DEPARTMENT OF MANAGEMENT
SERVICES

LEGISLATIVE SESSION



House Bill 1145


Each state agency shall report (in SOLARIS) to DMS any **vacant or underutilized space** for all state-owned office buildings and any restrictions that apply to any other agency occupying the vacant or underutilized space.

Requires agencies to report and file all **nominal or no consideration leases** with DMS 90 prior to the execution of the lease.

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DEPARTMENT OF MANAGEMENT
SERVICES

LEGISLATIVE SESSION



House Bill 1145


Requires the agencies lease contract files contain **written determination** that the bid meets the requirements and criteria set forth in the **ITB** (this is already required for a RFP & ITN).

Eliminates the Stay-in-place lease (except for DFS, DLA and DACS) unless in DMS's judgment it is in the best interest of the state. Any relocation must be made within existing appropriations of the agency and shall not require a transfer of funds pursuant to Chapter 216.

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DEPARTMENT OF MANAGEMENT
SERVICES

LEGISLATIVE SESSION



House Bill 1145


The lessor shall provide DMS with documentation certifying that the facility **meets all fire safety** standards. The state may not take occupancy without the division's final approval.

DMS can approve **emergency non-competitive lease** if an agency head can certify in writing that there is an immediate danger to the public health, safety, or welfare, or is other substantial loss to the state requires emergency action.

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DEPARTMENT OF MANAGEMENT
SERVICES

LEGISLATIVE SESSION



House Bill 1145

Requirement for performing an energy **performance analysis** has moved from 5,000 square feet to 2,000 square feet.

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DEPARTMENT OF MANAGEMENT
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Bureau of Leasing




UPDATE

- Adversely Affected Leases Spreadsheet.
 - Includes Excess Agency-Owned Space or Excess Leased Space.
- New Agency Review Checklists.
- Use of current forms.
- Authorized Signature Authority.

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DEPARTMENT OF MANAGEMENT
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Tenant Broker Presentation



Cushman & Wakefield

“Know Your Hidden Costs”

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DEPARTMENT OF MANAGEMENT
SERVICES

Agency Lease Liaison Meeting



General Questions and Answers