

Chapter 1322 - PROFESSIONAL SERVICES BRANCH - REAL ESTATE SERVICES SECTION

1322 PROGRAM SUMMARY, RESOURCES, AND CONTACTS

(Revised 06/05)

The Real Estate Leasing and Management Section (RELMS) provides real estate services under the broad authority assigned to DGS for centralized business management functions. The RELMS consists of two primary units: Leasing Services and Lease Management Services. The RELMS mission is to contribute to the success of customer agencies and to the prosperity of all Californians by making the best use of the state's real estate assets and providing quality facilities for state operations in the most effective manner.

The CAMB is the initial point of entry for requesting leasing services. Requests for new leases, amendments to existing leases, or renewals for offices, warehouses, or other facilities are to be submitted on a STD. Form 9, signed by someone specifically authorized by the requesting agency. The STD. Form 9 should be submitted to the CAMB. For additional information, clients should contact their RESD CAM or they may call the CAMB at (916) 376-1800 or CALNET 480-1800. Agencies should allow as much lead time as possible when submitting their request (18 months for new existing space and 36 months for a build to suit) and they should provide full information about staffing, functions to be conducted, and any special requirements or equipment to be housed. Staffing information and rental budget may require confirmation by the Department of Finance (DOF). The CAMB will assist in developing the information required by the DOF. Requests can also be submitted on-line. Contact your CAM to get started.

1322.1 LEASING SERVICES UNIT

(Revised 06/05)

Privately owned space. The RELMS Leasing Services Unit provides services to assist state agencies in leasing office, warehouse, labs and other specialized facilities in privately owned buildings pursuant to the statutory authority contained in Government Code Section 14669. In carrying out RELMS's responsibility for leasing privately owned space, the Leasing Services Unit performs the following functions:

1. Initiates, negotiates, bids, and executes leases of real property for use by state agencies, including lessor financed, build to suit projects, and related amendments, extensions, and terminations related thereto.
2. Performs ongoing administration of leases to enforce compliance with lease terms and conditions.
3. Initiates, negotiates, bids, and executes leases with purchase options for modular buildings.

State-owned space. Responsibility for the assignment, design, and alteration of space in state-owned office buildings controlled by DGS is assigned to the RESD PSB, DSS, (SAM Section 1321) in coordination with the APEB and the BPMB. See SAM Sections 1310 and 1330 for information on these Branches.

Department of Finance Approval

The DOF approval of STD. 9 is required if either of the following conditions exist:

1. Rental costs (excluding one-time costs) as determined by RELMS are estimated to exceed \$300,000 in any year of the firm term of the lease. (Lease renewals are exempt unless a 10 percent or greater space increase or budget augmentation is required.)
2. The requesting agency will require a budget augmentation for any year within the firm term of the proposed lease. One-time costs associated with the space request, including moving, equipment, furniture, telephones, and data processing related costs must be considered.

During the development of a project, if it is determined that the actual costs are going to exceed DOF approved

level initially estimated by RELMS, additional review and approval of DOF is required prior to execution of the lease.

Sublease of State-Leased Space—Leased space that becomes excess to the tenant agency's operations may be considered for sublease to other governmental or private sector tenants only after it has been determined that the space cannot be used by another state agency and the lease cannot be terminated by the state. Requests for subleasing space should be submitted to CAMB on a STD.Form 9.

Interagency Agreement—An agency proposing to make a portion of its leased space available to another state agency should prepare an Interagency Agreement form, STD. 13, and submit it to CAMB for processing. The CAMB will then forward it to RELMS for review and approval.

Requests for Warehouse or Storage Space—All STD.Form 9 requests for new warehouse or storage space exceeding 2,000 square feet will be reviewed by RELMS and the DGS Procurement Division, Material Services Section. They determine how an agency's needs can be accommodated, or if other alternatives exist, for example, the use of DGS Transit Storage warehousing services.

Leasing Market Information—RELMS leasing staff are familiar with rental rates and market conditions in most locations throughout the state, and often are knowledgeable about specific properties. In addition, RELMS has contracted with private brokerage firms in metropolitan areas to assist in the solicitation and selection of potential buildings for state agencies.

Food Preparation and Vending Machines—The Department of Rehabilitation (DOR) has priority for providing all food service facilities on state property. Tenant agencies must pay all costs for the construction of the facility, the monthly rental for the space, and utilities. Before vending machines may be installed in space that is controlled by the state, the department with control of the space must contact the Business Enterprise Program (BEP) located in the DOR. If the BEP elects not to provide the service, vending machines may be installed by another entity. All vending machine income, including commissions from those machines, must be forwarded to BEP pursuant to Welfare and Institutions Code Sections 19625 and 19630. A copy of the contract with the vending machine operator must be forwarded to DOR as soon as it is fully executed.

California Environmental Quality Act (CEQA)—The CEQA requires consideration of the environmental impact of specific state projects, which includes office leasing. It is generally the responsibility of the requesting agency (lead agency) to comply. Refer to the California Administrative Code Section 13000 et seq. The Environmental Services Section of the PSB is available on a fee basis to handle CEQA filing requirements. See SAM Section 1326 for more details.

1322.12 LEASE MANAGEMENT UNIT (New 06/05)

The RELMS manages all leases executed by DGS on behalf of state agencies. This includes post occupancy activities that are necessary to ensure lease compliance by lessor and state agencies, the administration of escalation clauses, and the legal administration of ownership changes, address changes, and assignments. In emergency situations involving the health and safety of tenants, the agency should take immediate and necessary action to address the situation, contacting RELMS as soon as practical. Examples of such emergencies are: fire; broken water pipes and plumbing overflows; the presence of toxic, explosive, or noxious fumes or vapors; vandalism, and broken locks or glass.

Facilities Development Overview Training for Client Agency Personnel – Training that covers information and instructions on procedures to request new or additional leased space is recommended. It is available in a two-day course specifically designed for state agencies' business and facilities staff assigned to work with RELMS in the development of leased space. A course manual is available which provides detailed information for all aspects of leased facilities development. For more information about this course, contact RESD Training Coordinator at (916) 376-1853 or 376-1854 or CALNET 480-1853.
