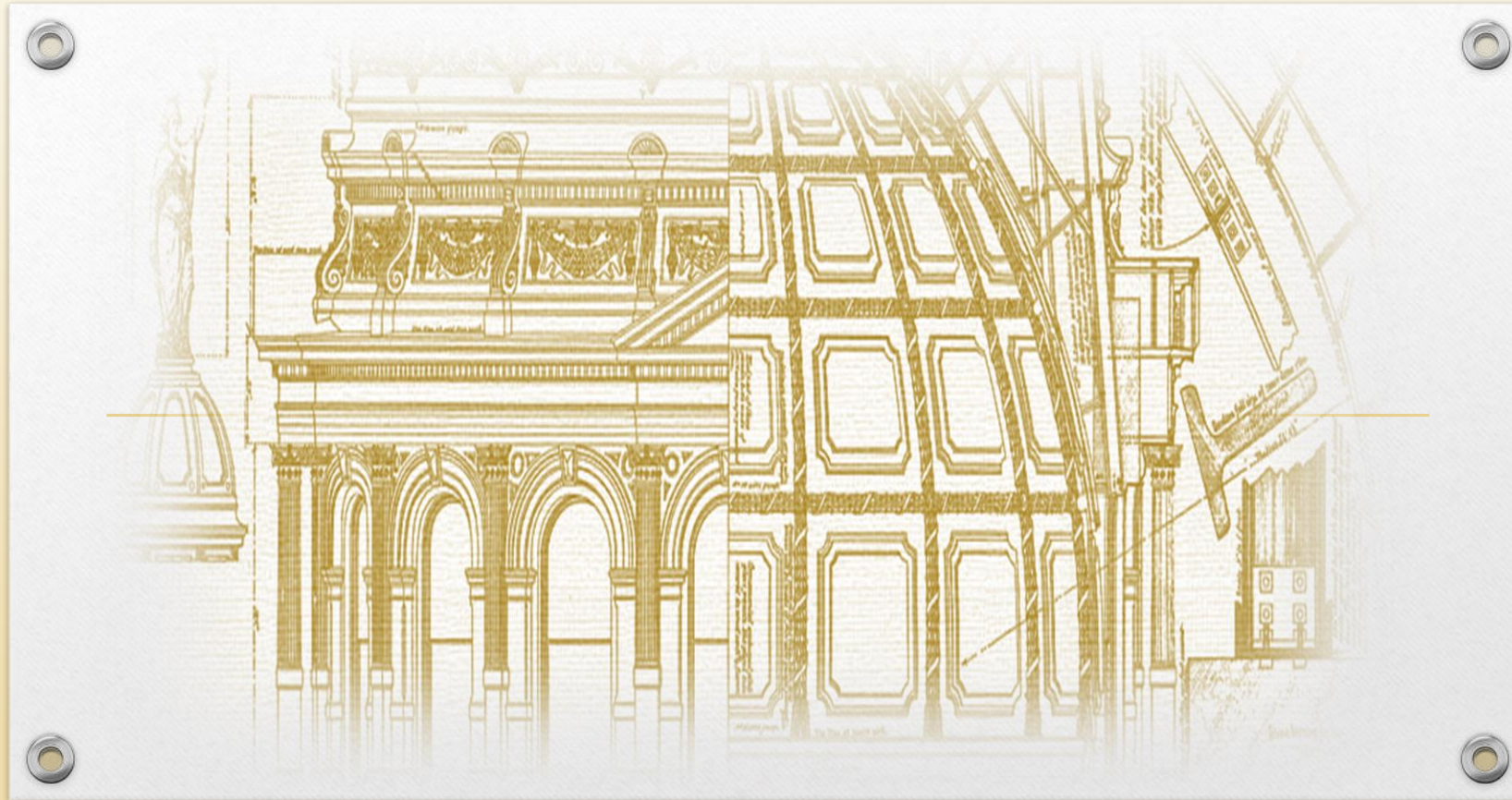


Overview of the Real Estate Program



COLORADO
Office of the State Architect
Department of Personnel
& Administration

Real Estate Program's Oversight Role

- The Real Estate Program (“REP/Program”) is part of the **Office of the State Architect**, which is within the **Department of Personnel and Administration**. It was established to help facilitate real estate transactions for almost all of Colorado’s executive branch state agencies (“agencies”) and public institutions of higher education (“IHE’s/institutions”).
- This oversight role is not applicable to the Colorado State Land Board, Colorado Parks and Wildlife, or certain functions within the Department of Transportation.
- The Real Estate Program’s personnel must ensure that all real estate transactions engaged in by state agencies/institutions will serve the needs of the State and are done according to specific requirements set out in the state’s constitution, statutes, fiscal rules, and official policies and procedures. **Most importantly, real estate transactions must represent a fair value to the State in the prevailing market conditions.**

Real Estate Program's Responsibilities

- REP establishes **policies and procedures** and **provides oversight** for state leases and other real estate contracts pertaining to most executive branch agencies and public institutions of higher education.
- **Responsibilities include:**
 1. **Review and approval of real estate contracts**
 2. **Coordinate real estate activities with the state's real estate support services vendor**
 3. **Maintain an inventory of state-owned and leased properties**
 4. **Develop a centralized leasing policy and office space standards for leased space**
 5. **Annually report acquisitions, dispositions and lease summaries to the Colorado General Assembly's Capital Development Committee**

Real Estate Program's Statutory Authority

- **C.R.S. 24-30-1303**

- (1) The office of the state architect shall:
 - (a) Negotiate and execute leases **on behalf of the state for real property for state use**
 - (b) Negotiate and approve easements and rights-of-way across land owned by or under control of the state
 - (h) Develop office space occupancy standards

- **C.R.S. 24-30-1303.5**

- (1) The office shall maintain an inventory of all real property owned by or held in trust for the state. . . . Correct any defects in order to vest marketable title in the state.
- (3) Establish procedure whereby all agencies report all acquisitions and dispositions of real property to aid in accurate maintenance of inventory.
- (5.5) Develop a performance criteria standard for state real property and perform an analysis upon selected property to assess whether to sell or otherwise dispose of such property and make recommendations to the CDC regarding various real property management strategies resulting from such analysis.

Governor's Executive Order D 016 03

“Centralized Leasing Procedures”

- Governor Bill Owens issued **Executive Order D 016 03** on August 24, 2003, to establish centralized leasing and real property acquisition procedures for state departments and institutions of higher education.
- Specifically, the EO was intended to ensure optimum use of owned and leased space and maximize state expenditures. Governor Owens wanted the State to develop and implement a new framework for control and oversight of leasing and other real property acquisition by state agencies and institutions.

EO D 016 03 Centralized Leasing Procedures: Contracted Real Estate Broker

- DPA shall issue a Request for Proposals (RFP) for contracted brokerage lease management services for **Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas and Jefferson Counties** and other areas of the state as determined by the Executive Director of DPA. (El Paso and Pueblo Counties)
- The RFP shall include provisions for strategic planning services for the capitol complex, the Denver metro area, and other areas identified in the RFP, buyer/tenant representation services, and lease management functions by the contracted broker.

Real Estate Program's Routine Services

- Pursuant to EO D 016 03, the program's personnel are tasked with monitoring real estate activities performed by the state's contracted real estate brokerage firm.
- REP assists the contracted brokers with every phase of the real estate process. The vast majority of these transactions take the form of property leases in which the agency or institution is a tenant transacting with a private landlord.
- A more detailed explanation of the different phases of the leasing process can be found in the PowerPoint presentation titled: "Leasing Transaction Process."

Real Estate Program's Policies and Procedures Manual

- The Real Estate Program Developed a policies and procedures manual as a result of Executive Order D 016 03.
- The manual provides information concerning **leasing procedures, office space standards, easements and license agreements information, estoppel certificates and subordination agreements**, among other things.
- The manual can be found on the Office of State Architect's Website at: <https://www.colorado.gov/pacific/osa/repolicy> and is further discussed in the PowerPoint presentation titled: "REP Policies and Procedures Manual."

Real Estate Program is Online!

- Additional information about the Real Estate Program can be found on the Office of the State Architect's website at the following link:
<https://www.colorado.gov/pacific/osa/realestate>
- The website includes REP's policies and procedures manual, standard forms, information about space standards and vacant facilities, and contact information.

The End

- Thank you for your interest in this presentation!
- Further questions may be directed to the Real Estate Program's manager, Brandon Ates.

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