



DEPARTMENT OF
GENERAL SERVICES

DIVISION OF REAL ESTATE SERVICES

Serving Government. Serving Virginians.

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December 2014 Real Estate Email Brief

December 12, 2014

Happy Holidays!

The staff at the DGS Division of Real Estate Services hopes everyone enjoys a happy holiday season with family and friends and safe holiday travels! Thanks for a great 2014!



Front Row – Debbie Wake (Divaris Real Estate, Inc.), Karen Field, Melissa Sampery, Sarah Murman and Liz Searfoss (Divaris Real Estate)

Middle Row – Holly Law Eve, Karl Saimre, Mike Nolan, Lynda Capehart, Ernie Forrest, Melissa Desmond, Jeannie Minyard, Sara Snelson and Bill Diamond

Back Row – Hugh Hubinger, Kyle Vernon (Divaris Real Estate, Inc.), Lyman Brown, Georgiann Davis and Tiffany Hopkins

Not pictured – Denise Coover, Mason Hood, Dave Typanski (photographer) and John Wingfield (Divaris Real Estate, Inc.)

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A memorable event in 2014 – Ernie’s Retirement!

DRES recognized Ernie’s service by inscribing a brick on the Virginia Capitol Foundation’s Pathway to Liberty. The Pathway is the brick sidewalk at the ‘front door’ of Virginia on the edge of Capitol Square at the Bank & 10th Street Visitor Entrance to the Virginia Capitol.





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November 2014 Real Estate Email Brief

November 14, 2014

Will we see you at the DGS Procurement Forum?

DRES is participating in the Forum this year and will be presenting a workshop on Monday, 11/17/14, titled, "Buying and Leasing Real Estate ... Is it Procurement?" We will be offering two sessions - 1:30 p.m. and 2:45 p.m. The Commonwealth's commercial real estate broker, Divaris Real Estate, will be joining us during the workshops and exhibiting a booth at Tuesday's supplier expo. If you can't join us this year, put it on your calendar for 2015!

<https://forum.dgs.virginia.gov/>

Agency Report is Complete!

We appreciate everyone's work in verifying and completing the Land Use Plans and non-administered lease spreadsheets by their respective deadlines. We will submit the General Assembly report next week and will post it on our website.

Transition to Cardinal and the Impact on Real Estate related payments & eVA:

We have learned with the first wave of agencies converting to the Cardinal System that there has been confusion in how real estate related payees should be entered into the Commonwealth systems. The vendor type in question is Real Estate Vendors, a Landlord with a lease or a Seller with a purchase. DGS has determined them to be Fiscal Vendors. Our determination is based upon: 1) real estate related vendors are exempt from the Procurement Act and 2) there are no purchase orders or invoices associated with the real estate transactions.

Agencies should contact DOA to set up the Real Estate Fiscal Vendor record.

For agencies receiving monthly IAT's for leases administered by DGS/DRES, when you are keying lease IAT payments into Cardinal make sure to revise the payment terms from the default 30/00PP Prompt Pay. Per the terms of your agency's MOA with DGS/DRES, funding of applicable lease payments is due to DRES by the 20th of the month. [Click here](#) to see Cardinal screen shots for guidance on modifying payment terms.

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Wishing all a Happy Thanksgiving and safe holiday travels!



November Reminders:

DRES has a new primary telephone number!

Please update your reference information with our new primary telephone number – (804) 371-7200. All other DRES phone numbers will remain the same.

DRES Website Updates:

Please send us your requests or suggestions for information that you would like to have available on our website to DRES-Info@dgs.virginia.gov. We are trying to improve and provide easy access to available real estate resources and your requests will assist us in prioritizing our postings.

Cost Savings & Avoidance as of September 30, 2014:

Through cooperative partnerships with our client agencies since 2005, DRES negotiated lease transactions have resulted in cumulative savings & cost avoidance to the Commonwealth of \$125.5 million!



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September/October 2014 Real Estate Email Brief

October 17, 2014

Where does the time go?

As we transitioned from summer to fall, activities in DRES seemed to Accelerate! We did not send out a September Email brief, so this month's will serve as the September and October briefing. We do archive our previous Email Briefs and you can always access them via our website at: <http://www.dgs.virginia.gov/DivisionofRealEstateServices/DRESEmailBriefs/tabid/1508/Default.aspx>

Agency Reporting Requirements:

We appreciate everyone's work in verifying and completing the Land Use Plans and non-administered lease spreadsheets by their respective deadlines as required by Code §2.2-1153 and Appropriation Act §4-8.01 e. 2. The majority of agencies completed the submissions by the deadline. This will give us sufficient time to compile the data from the 47 Land Use Plans and 59 non-administered lease spreadsheets that we received into one report. We will submit the report to the General Assembly in November.

New to DRES:

Georgiann Davis joined DRES on August 25 as the Division's Administrative Assistant. Georgiann has 29+ years of experience as an executive/administrative assistant. She worked for the Department of Minority Business Enterprise, the VCU Health System and other companies in the Richmond area.

David "Dave" Typanski has joined DGS as a Project Manager to oversee the software conversion of DRES' current IREMS real estate records management system to a new system in 2015. Dave is certified as a Project Management Professional by The Project Management Institute and has over 15 years experience managing large and complex IT projects.

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August 2014 Real Estate Email Brief

August 14, 2014

DRES WEBSITE IMPROVEMENTS:

In support of the Governor's initiative to expand communication and broadband access across the Commonwealth, we expanded our website to include an information page for Communication Providers. DRES, working in coordination with the Bureau of Capital Management ('BCOM'), is committed to working with broadband and other communication providers on cell tower leases (new tower construction or antenna placement on existing state-owned towers including non-cell towers) where safe and feasible.

For more information on cell tower requests, please click on the cell tower link (see example below) on the right side of the DRES web site.



DGS CONTRACTS AVAILABLE TO OTHER COMMONWEALTH AGENCIES

DGS Division of Engineering and Buildings ("DEB") maintains a webpage that lists the current DGS construction and professional contracts that are available for optional use by public bodies. DRES will be adding a web page in September that will list the DGS contracts DRES manages that are also available for optional use by public bodies. These contracts include appraisers, title companies and commercial real estate brokers.

Below is the link to the DEB Contracts and Pre-Qualified Contractors webpage:

<http://www.dgs.virginia.gov/tabid/368/Default.aspx>

LINES OF CREDIT AVAILABLE TO COMMONWEALTH AGENCIES

The State Comptroller, in conjunction with the Departments of General Services and Planning and Budget, established guidelines for agencies and institutions to utilize a line of credit to support fixed and one-time costs associated with implementation of office space consolidation, relocation and/or office space co-location strategies, where such lines of credit shall be repaid by the agency or institution based on the cost savings and efficiencies realized by the agency or institution resulting from the consolidation and/or relocation. In such cases, the terms of office space consolidation or co-location strategies shall be approved by the Secretary of Administration, in consultation with the Secretary of Finance, as demonstrating cost benefit to the Commonwealth. The Lines of Credit Guidelines will be posted on the DRES website in September under Acquisition & Leasing.

REMINDERS:

Agency Reporting Requirements:

In early July, DRES distributed two spreadsheets for verifying and reporting information regarding Land Use Plans, with respect to owned real estate and regarding real estate leases that are not administered by DGS. Each agency, department or institution is to respond by returning the DGS verified and completed spreadsheet by September 1st for Land Use Plans and by October 1st for non-administered leases, as specified by Code §2.2-1153 and Appropriation Act §4-8.01 e. 2, respectively. Please return the spreadsheets at your earliest convenience to allow DGS sufficient time to compile the data that is shortly thereafter reported to the General Assembly.

Additional information and registration is available at:

<http://www.dgs.virginia.gov/DivisionofRealEstateServices/RecordsReporting/tabid/1522/Default.aspx>



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July 10, 2014

July Real Estate Email Brief

Happy New (Fiscal) Year!

We are starting the new fiscal year by providing an easy reference chart of the DRES real estate services and associated fees. DRES is funded through client agency internal service fund payments. Even though DRES was created in 2004, DRES has only adjusted fees one time in FY 2011. Please click **here** to see the current list of DRES services and the associated fee schedules.

If you have any questions about our services or your monthly billings, please do not hesitate to [contact us!](#)

Cost Savings & Avoidance as of June 30, 2014:

Through cooperative partnerships with our client agencies, DRES negotiated lease transactions have resulted in cumulative savings of \$81.1M and an additional \$44.1M in cumulative cost avoidance for the Commonwealth!



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June 13, 2014

June Real Estate Email Brief

Happy 10th Birthday DRES!

Ten years ago this month Governor Warner signed the [2004 Executive Order 75](#) that created the DGS Division of Real Estate Services (DRES)! The creation of DRES established a centralized and integrated property management system for the Commonwealth's real estate holdings. DRES's was also designed to provide a unified and collaborative platform to align real estate initiatives for greater efficiency, consistency in transaction quality, and cost savings. Since 2004, DRES has served as a liaison to agencies and institutions of the Executive Department, provided support and real estate services to Judicial, Legislative and Independent state agencies and institutions of higher education. DRES has utilized the services of private real estate brokerage contractors to promote informed and transparent real estate business transactions in the real estate communities throughout the Commonwealth.

As part of the Division's areas of responsibility, DRES maintains the real estate records of the Commonwealth and oversees the management of over 400,000 acres of land, 11,000 buildings and 117 million square feet of space. Furthermore, the Commonwealth's portfolio of leases include approximately 13 million square feet of rental space in over 1,500 locations.

It has been through the cooperative partnership with our client agencies that DRES has been able to achieve \$120 million in cost savings and avoidance through DRES negotiated transactions and \$815,950 of rent savings through DRES lease administration account reconciliations.

Additionally, working with our agency partners, DRES has sold \$53.7 million of surplus real estate and currently has \$14.3 million under contract.

With Celebration, comes Gratitude!

DRES wants to thank our agency partners for their patience, support and cooperation throughout the past ten years. Change can be challenging, but working together has proven to be beneficial for the Commonwealth. We have learned from our 'growing pain' and will continue to learn and improve our process, communication and resources to better serve our client agencies and continue our enterprise-wide management of the Commonwealth's real estate.



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May 14, 2014

May Real Estate Email Brief

Agency Reporting Requirements

Hard to believe we are quickly wrapping up the fiscal year! For those that have already begun to plan for the new year, we thought we would review the annual reporting requirements that will require actions by your agency. We have summarized the requirements in a table for your quick reference (see page 2):

Memorandum of Agreement “MOA” – Agency Delegations of Authority

Thanks to all that have returned the signed Agency Delegations of Authority or have replied with a ‘no change’ e-mail. If you have not yet responded, please let us know if you have any questions or concerns. We appreciate the e-mails confirming the signatory on the MOA remains the only certifying authority to sign for the funding and space needs.

Improved Website –Launch Date Extended!

We had hoped to have the new site up and operational before we sent May’s Real Estate Brief, but busy schedules and a few technology challenges has meant our launch date will be extended by a few weeks. We are back on track and the new pages should be published by May 23rd.

Type of Information Required	Source of Requirement	When	Applies To
For all current leases held in your agency name & not DGS's name, including use agreements and licenses	Section 4-8.01e.2 of the Appropriation Act (Ch. 806) Click Here	Due annually from the agency by October 1 st ; DRES will send a report for your agency to complete mid-July	Independent, Judicial, Legislative agencies, Executive Agencies with Non-Administered Leases, all Institutions of Higher Education
Land Use Plans DGS Guidelines are posted on the DRES website Click Here	Va. Code § 2.2-1153 Click Here	Due annually from the agency by September 1 st	All agencies, departments and institutions with the exception of those listed in the code
Maintenance of Real Property Records and Posting of Real Estate Inventory on DRES Website	Va. Code § 2.2-1136 B and C. Click Here	Due annually to the GA by November 15 th ; DRES will send report for response by August 1 st	All agencies, departments and institutions



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April 9, 2014

April Real Estate Email Brief

Ernie Forrest Retirement Celebration

DRES will be celebrating John E. “Ernie” Forrest’s retirement Wednesday, May 14th from 3:00 pm to 5:00 pm at the Capitol in Senate Room 3. Please let us know if you plan to attend by sending an RSVP to DRES-Info@dgs.virginia.gov.

Improved Website!

DRES is pleased to announce we will release an updated website this month, designed with a fresh new look and user-friendly navigation, updated with the latest information about our services. One of our main goals was to build a user-friendly and simple to navigate site. The new design allows users to quickly find the contents, thanks to its low hierarchical structure.

We hope that you will find our new site helpful, finding more options and information each time, and that it will be yet another tool for strengthening our business relations.

Memorandum of Agreement “MOA” – Agency Delegations of Authority

As follow-up to the updated MOA’s your agency agreed to with DRES last fall, this month we will be sending an addendum to the MOA so that you can tell us if your agency head has elected to delegate his or her authority to another position within the agency to certify that (i) funds are available within the agency’s appropriations for the cost of the lease, license or use agreement and (ii) except for good cause as determined by DGS, the volume of such space conforms with the space planning procedures for leased facilities developed by DGS and approved by the Governor.

As it currently states in the MOA, this certification shall be made only by the agency head, or by his/her designee pursuant to written authorization.

DELEGATION OF AUTHORITY

The undersigned, _____ [name] _____, is the _____ [title] _____ of the Commonwealth of Virginia, _____ (“Agency”), and hereby makes the following delegation of authority in accordance with Section 2.2-604 of the 1950 Code of Virginia, as amended:

_____[name of delegate]_____, whose position with Agency is _____ [title of delegate] _____ is hereby delegated the authority to make on my behalf all decisions pertaining to or required to be made in connection with: (1) any property occupied or to be occupied by Agency, which property is held in the name of the Commonwealth of Virginia, Department of General Services (DGS); and (2) the Memorandum of Agreement between Agency and DGS (through its Division of Real Estate Services), dated _____ [date of MOA] _____.

All actions to be taken by the aforesaid delegate in connection with this delegation of authority shall comply with all applicable laws and all directives issued by me with respect to any particular matters.

All prior delegations of authority relating to the foregoing matters are hereby rescinded.

This delegation of authority shall remain in effect until rescinded in writing or until the aforesaid delegate no longer holds the position described above.

This delegation of authority may be relied upon by DGS in connection with the foregoing matters until DGS is given written notice by me or my successor that this delegation is terminated.

Print Name: _____
Title: _____
Agency: _____



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March 12, 2014

March Real Estate Email Brief

It is with mixed emotions that the Division of Real Estate Services is announcing the retirement of John E. "Ernie" Forrest. Although, we will miss Ernie, he has worked hard all of his career and has earned the opportunity to enjoy more time with his family traveling and relaxing in Gwynn's Island, Virginia.

Ernie has served the citizens of the Commonwealth for over 43 years and was recently honored by the Virginia General Assembly with the following proclamation:

HOUSE JOINT RESOLUTION NO. 159

Offered January 15, 2014

Commending John E. Forrest.

WHEREAS, John E. Forrest, a devoted and influential public servant, is retiring from service to the Commonwealth from his most recent position as director of the Department of General Services' Division of Real Estate Services; and

WHEREAS, John "Ernie" Forrest's career with the Commonwealth spans over 43 years, including service to the Virginia Department of Highways (now the Virginia Department of Transportation) and the Department of General Services (DGS), interrupted only by a period when he was a small business owner; and

WHEREAS, as director of the DGS Division of Real Estate Services, Ernie Forrest has been responsible for overseeing management of the Commonwealth's diverse real estate portfolio, including transactional and strategic planning services that support the respective missions of all state agencies and make it easier for the private sector to conduct real estate-related business with the Commonwealth; and

WHEREAS, Ernie Forrest was instrumental in the planning and conversion of the Commonwealth's Real Property Management Program into today's independent Portfolio Management Program; and

WHEREAS, Ernie Forrest was named the first director of the Bureau of Real Property Management when it was formed under the DGS Division of Engineering and Buildings; and

WHEREAS, Ernie Forrest oversaw the writing and development of Directive One, the first Real Property Management Manual for the implementation of an organized method for the acquisition and disposition of the Commonwealth's real property, issued in 1984 and containing policies still largely followed today; and

WHEREAS, Ernie Forrest, during his multiple decades of service, has been instrumental in the planning, acquisition, or development of numerous real property projects throughout the Commonwealth, including resolving the Commonwealth's boundary between Loudoun County in Virginia and Jefferson County in West Virginia; and

WHEREAS, Ernie Forrest has also been a part of such projects as the assembling of properties along Broad Street near the seat of government for the new Library of Virginia; relocating the Commonwealth's Consolidated Laboratory at the Virginia Biotechnology Research Park and redeveloping the former site; handling historic properties such as Richmond's Main Street Station; acquiring privately owned rental space in order to relocate multiple state agencies at a substantial savings to the Commonwealth; and acquiring properties for higher education institutions; and

WHEREAS, Ernie Forrest has been a great steward of the Commonwealth's real estate assets; now, therefore, be it RESOLVED by the House of Delegates, the Senate concurring, That the General Assembly hereby commend John E. Forrest on the occasion of his retirement from the Department of General Services; and, be it

RESOLVED FURTHER, That the Clerk of the House of Delegates prepare a copy of this resolution for presentation to John E. Forrest as an expression of the General Assembly's admiration for his loyal and lengthy service to the Commonwealth and best wishes for a happy retirement.

Upcoming Retirement Celebration Planned

DRES will be celebrating Ernie's retirement in the coming weeks.

If you would like to attend Ernie's retirement festivities, please send an email with **JEF** in the subject line to DRES-info@dgs.virginia.gov and we will add your name to the invitation list.



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Sarah M. Murman
Transaction Manager

Michael C. Nolan
Transaction Manager

Melissa Sampery
Transaction Manager

February 19, 2014

February Real Estate Email Brief

New Transaction Manager joining DRES!

On February 25th, we will welcome Jeannie Minyard to the DRES team as a new Transaction Manager. Jeannie comes to DRES with a wide range of commercial real estate experience from the Dallas Fort Worth International Airport. Jeannie's background in supporting, analyzing and leasing industrial and office space and in managing real estate reports, studies, surveys and appraisals will continue to add to the DRES's success in supporting our agency clients.

DRES Reorganization

To better utilize our expanding staff expertise to more efficiently meet our client agency needs, DRES is reorganizing our transaction manager teams based upon the transaction type. Karl Saimre will lead the team specializing in lease transaction management and administration for the Commonwealth. Lyman Brown will lead the team specializing in property acquisitions, surplus real estate dispositions and real estate owned properties. For most of our client agencies, you will continue to work with the same Transaction Manager based upon the majority of your agency transactions. For a few others, we will be adding a second Transaction Manager to your DRES resource team. We will schedule agency meetings to introduce your new contact and identify the separation of duties and assignments.

Eight Surplus Real Estate Properties to be Sold at Auction in February

We will take public bids to liquidate several real estate holdings throughout the state. These consist of former locations for VDOT sites, and vacant parcels of various sizes and permitted uses. The properties are located in the City of Richmond, Goochland, Orange, Albemarle, Accomack County on the Eastern Shore, Prince George, Brunswick, and Washington in Rappahannock County. Seven of the auctions will take place on Tuesday, February 25th, with the VA Eastern Shore property to be auctioned Monday, February 24th.

Commercial Real Estate Brokerage CB Richard Ellis has subcontracted Tranzon Fox to market and handle the auctions. The surplus state properties vary in size and use. They include commercial buildings as well as industrial, agricultural and residential land parcels. "We are pleased to be able to assist CBRE. There is something for every price range so it's well worth participation by all." says Linda Terry, Partner with Tranzon Fox.

Auction properties include: 3+/- acres with 6 structures in Orange, office building on an acre in Goochland, 3+/- acres in Disputanta, 7.9+/- acres in Barboursville, 6.7+/- acres in Richmond, 7.6+/- acres with 8 structures in White Plains, 2.9+/- acres with 4 structures in Washington and an office building in Onley. Auction and property details may be found at www.tranzon.com.

Snow! Snow! Snow! Enough of this Winter Weather!

Yes, we can legitimately blame the lateness of February's Email Brief on the snow. In our January Email Brief we stated that starting in February the monthly email brief would be sent the second Wednesday of each month. We obviously missed that distribution date. No worries, our plan is to distribute it on time in March.

These monthly email briefs are an important communications tool that you, our customer agencies, requested. We plan to keep that commitment making these briefs a standard communications tool to keep everyone informed. Thank you for your patience as we embark on this new way to stay in touch with our customers.

If you have any questions or concerns, the DRES staff is available for you to [contact](#) them.



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January 23, 2014

January Real Estate Email Brief

First Monthly Real Estate Email Brief

Thanks to the feedback you provided through our survey, which was conducted in October 2013, the Division of Real Estate Services (DRES) will be establishing new ways to communicate to our customers

You spoke and we listened! The majority of our customers said they wanted email alerts, but only monthly. Therefore, this is the first of the DRES monthly email briefs. Starting in February the monthly email brief will be sent the second Wednesday of each month.

Throughout 2014 DRES will be making changes to better serve its customers. This includes implementing the communication tools mentioned in the October survey with the content and information requested. This year promises to be a busy and exciting year for the DRES and we look forward to serving our customers.

New Contract for Broker Services

For about ten years DRES contracted for commercial broker services with CB Richard Ellis of Virginia, Inc. CBRE's real estate expertise has guided the division in establishing itself, making it what it is today. We appreciate their dedicated service over the years, specifically from our representatives Tom Vozenilek and Zach Roski.

The broker contract has run its course and it is time to begin a new contract. DRES has signed a contract with Divaris Real Estate, Inc. They are a commercial real estate firm, currently representing numerous national retail and office tenants, and maintaining a leasing and management portfolio of close to 30 million square feet of commercial property in the Mid-Atlantic and Southeast. Our primary representatives from Divaris Real Estate will be John Wingfield and Debbie Wake.

Divaris Real Estate will be assuming the duties that have been handled by CBRE. This change will bring a new approach to further refine the real estate services we offer state agencies.

In order to help ensure a seamless transition for our customers there will be an overlap of broker services. CBRE will continue with their current transaction assignments until they are completed. Divaris Real Estate, Inc. will represent the Commonwealth with new transactions from this date forward. In February, DRES will introduce you to the Divaris team during our regularly scheduled agency transaction status meetings.

If you have any questions or concerns, the DRES staff is available for you to [contact](#) them.