



DEPARTMENT OF
GENERAL SERVICES

DIVISION OF REAL ESTATE SERVICES

Serving Government. Serving Virginians.

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January 2015 Real Estate Email Brief

January 14, 2015

DGS DRES is pleased to announce the Contract Award for the new IWMS application to replace IREMS

DGS DRES is excited to announce that after an extensive RFP procurement, DGS DRES awarded the contract for a new Integrated Workplace Management System (IWMS) to Manhattan Software, a Trimble Company and a leader in the IWMS field (<http://www.manhattansoftware.com/solutions/iwms.html>). This new system will be replacing IREMS and will be used by DGS DRES to manage the services we provide in acquiring, disposing, administering and record-keeping of the Commonwealth's owned and leased real estate assets. The project is underway and will focus on the design phase through April 2015. We will then move into the conversion of the new platform during the second half of 2015. We are confident that this product will provide a significant increase in our capabilities and will also be able to be leveraged by other agencies in the future. Manhattan Software was founded in 1983 and specializes in the global development, implementation and support of leading, fully-integrated property, asset and facility management systems. In August 2014, the company was acquired by Trimble (<http://www.trimble.com/>) to extend its portfolio of design-build-operate (DBO) solutions for owners and facilities managers.

Two New Department of Corrections Probation and Parole Offices

DRES worked with the Virginia Department of Corrections (DOC) to locate two new built-to-suit Probation and Parole offices in Radford and Virginia Beach. The cooperative partnership resulted in improved, modernized facilities that will help DOC better serve its customers. The Radford office opened in November 2014, and the Virginia Beach office is expected to open this month.

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Photo of the DOC Probation and Parole Office in Radford



Photo of the DOC Probation and Parole Office in Virginia Beach



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February/March 2015 DGS DRES Real Estate Email Brief

March 17, 2015

Happy Spring Everyone!



Updated Real Estate Transaction Closing Customer Service Survey

DRES is excited to announce that we will be adding the Real Estate Transaction Customer Closing Survey to our website in April. We are grateful for those that took the time to complete the previous survey that we e-mailed to you as a word document at the end of a transaction. DRES’ goal is to make the survey easier for everyone to fill out and ask questions to help us provide better service to you, our client. You will be able to fill out the online survey quickly and then hit submit. It’s that easy!

Below are examples of questions that will be included in the new survey:

1	DRES responded timely during this real estate transaction.	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
2	DRES added value during this transaction.	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
3	The Transaction Manager is knowledgeable and professional.	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
4	The COVA Real Estate Broker added value during this transaction.	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A

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5	The leased facility meets the operational needs of the organization.	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
6	Overall, I am satisfied with the outcome of this real estate transaction.	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
7 How can DRES improve delivering services to your agency?						

DRES would like to take this opportunity to thank everyone for their continued support of our efforts to improve service throughout the Commonwealth!



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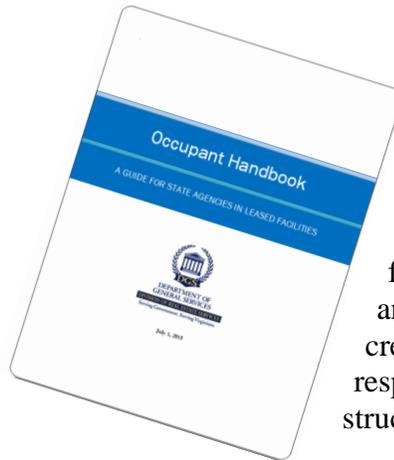
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**August 2015
Real Estate Email Brief**

August 12, 2015



New Occupant Handbook

We are excited to introduce our new Occupant Handbook designed to assist agencies, boards and commissions that occupy leased facilities. While we recognize that every occupant and leased facility is unique, the handbook was created to help agencies better understand their responsibilities within a standard DGS lease structure. The handbook:

- Provides definitions of normal terms as used in the operation and maintenance of facilities;
- Assists with the day-to-day operations of a leased facility;
- Highlights standard Commonwealth lease terms related to facility maintenance and operations;
- Provides agencies with a tool to assist in tracking communication with landlords; and
- Provides direction to an agency when landlords become unresponsive.

The handbook is available online [here](#).

Reporting Deadlines approaching fast

The General Assembly requires DGS annually to report information regarding Land Use Plans for those agencies that own real estate and data on real estate leases that are not administered by the DGS. DGS distributed via email spreadsheets containing this data in July, and we asked that your agency or institution update and return them to us by the following deadlines:

- Land Use Plans - **September 1**
- Non-Administered Lease Data - **October 1**

Please return the spreadsheets at your earliest convenience to allow DGS sufficient time to compile the data for reporting to the General Assembly.

More information can be found on our website [here](#):

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DRES | Division of Real Estate Services

Acquisitions & Leasing | Lease Administration | Broker Services | Records & Reporting

Records & Reporting

The General Assembly has assigned DGS/DRES greater responsibility in collecting and maintaining real estate records and data. Below is a summary of our annual reporting requirements pursuant to certain Virginia Code and Appropriation Act Chapters. We appreciate agencies responding in a timely manner when receiving requests for data so we can meet our deadlines. Also, the consolidation of real estate records in one database helps DRES in its day-to-day management of real estate and assists in identifying properties that are unused or underutilized.

Click [here](#) to see the latest annual report submitted to the General Assembly.

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 4-3.01e.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 § 2.2-1133 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
Acquisition of real property by gift, lease, ..., including Use Agreements, Licenses or similar types of documents involving "every proposed use or occupancy of real property."	Va. Code § 2.2-1149	Ongoing	All agencies, departments and institutions, including those with delegated authority

Updated Customer Service Survey available online

It's now easier than ever to let us know how we're doing. The Real Estate Transaction Customer Closing Survey is available online [here](#) so that you can quickly and easily answer questions designed to make sure that we're providing the best service possible. Simply answer a few questions and hit submit!

Diamond retiring after a decade with DGS

Real Estate Legal Specialist Bill Diamond will retire at the end of August after a decade with DGS and more than 20 years in state government. Please join us in wishing Bill a happy retirement.





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**October 2015
Real Estate Email Brief**

October 28, 2015

DRES expands its staff

DRES is expanding its staff to better meet your needs.

Please join us in welcoming Seletra L. Sutherland to our team. She brings a customer-centered approach to her role as Transaction Manager with DGS.



Seletra Sutherland

Seletra joined DRES in September 2015 after an exciting career in the private sector real estate industry. As a licensed real estate Broker, she brings over 10 years' experience in commercial and residential acquisitions, sales, property management and leasing. She owned and operated a real estate firm that specialized in assisting with the development of commercial mixed-use historic renovation properties. Seletra holds a B.A. degree from the University of Maryland, College Park. Currently she is pursuing a Master of Public Administration degree from VCU's Graduate School of Government and Public Affairs.

DSS releases video showcasing new office consolidation

The Department of Social Services' Division of Child Support Enforcement (DCSE) recently released a video showcasing its new office consolidation project. DCSE is working with DRES, as part of its strategic transformation of business operations to consolidate offices, provide open collaborative spaces, and modernize office environments to reduce overall operating expenses.

Take a look at their new office space by clicking [here](#).

IREMS no longer accessible via Internet

IREMS, the web-based system currently used by DGS to track and administer the Commonwealth's owned and leased real estate portfolio, is no longer accessible via public Internet. Due to the age of the servers, we have been informed that the IT Partnership will be refusing all external connections. This means that our agency contacts no longer will be able to log in to IREMS, effective immediately. We apologize for any inconvenience and encourage you to reach out to your current contacts in DRES, should you need a report or download of scanned files.

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DRES wants to hear from you

DRES is updating its marketing materials, and we'd love to hear from you! If our team has helped make your job easier, saved your agency money on your lease or guided you through the sale of surplus property and you would like to tell others about your experience, please email dena.potter@dgs.virginia.gov or call Dena Potter at 804-786-0282.

We are looking for short testimonials that demonstrate how DRES can help agencies with their real estate needs.

VCU Real Estate Trends Conference

It was great seeing those of you who stopped by the DGS booth at the VCU Real Estate Trends Conference!





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**December 2015
Real Estate Email Brief**

December 21, 2015

Firearms prohibited in all executive branch offices

On December 3, 2015, regulations took effect banning the concealed carry of firearms in all offices owned, leased or controlled in whole or in part by an executive branch agency. Previously, the Department of General Services issued guidance banning the open carry of firearms in these offices. Both measures were directed by the Governor's Executive Order 50.

The prohibition does not apply to law enforcement officers, authorized security personnel or military personnel when these individuals are authorized to carry a firearm in accordance with their duties. It also does not apply to state employees where the employee's position requires carrying a concealed firearm. Violations of the prohibition should be handled in accordance with your agency's security procedures.

The regulations require the posting of signs indicating the prohibition against carrying firearms in all state office spaces. While DGS will post signs in Capitol Square-area central office buildings, agencies are responsible for posting signs at all other state-owned and leased agency locations around the Commonwealth. A graphic for the new signage can be found [here](#). Signs must be posted at all entrances, with the size to be determined based on what is best suited for the particular entrance.

More information on the regulations, including requirements for the posting of signs, can be found [here](#). Those who choose to purchase permanent signs from Virginia Correctional Enterprises can do so at the VCE website at www.goVCE.net.

Please contact Julie Whitlock at DGS (804-225-1670) with any questions.

New duties for Mason Hood and Georgiann Davis

Mason Hood, Senior Transaction Manager, has taken on a new role at DGS DRES. Mason is now a Transaction Manager with the DGS DRES Owned Property Team. Please join us in thanking Mason for her 25 years of service to the Commonwealth of Virginia and to the Department of General Services.

Georgiann Davis, Real Estate Administrative Assistant, will take over the responsibility of Owned Property Records. Georgiann can be reached at 804-225-3874 or georgiann.davis@dgs.virginia.gov.

Please share this information with the appropriate staff members in your agency.

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Reminder: New leases need to be reported to DRES

We appreciate your prompt response to our request for information regarding real estate leases that are not administered by the Department of General Services so that we could provide our annual report for the General Assembly. In addition to collecting this data on an annual basis, DRES also is responsible for maintaining all real estate records for the Commonwealth.

As a reminder, please send fully executed lease documents, amendments, and other documentation for any new leases to DRES throughout the year so that we can comply with these duties as assigned by the General Assembly.

Please send the documents to the following:

Georgiann Davis
Phone # – 804-225-3874
Email – georgiann.davis@dgs.virginia.gov

COVA Trax is coming soon

We're getting closer to unveiling our new records management system, COVA Trax, which will replace the IREMS Real Estate Management System. We began this project in February, and as of early December, the system is functional in a test environment and data from IREMS has been migrated successfully. We expect Phase 1 of the COVA Trax system to be implemented during the first quarter of 2016.

Stay tuned for additional updates.

