



2023-25 Headquarters Lease

PRESENTED BY LAURA HOLMES
April 17, 2025



WASHINGTON STATE PARKS

Headquarters Relocation

Ecology Building
300 Desmond Drive in Lacey



Moving May/June 2025



Background

- Headquarters has been located at 1111 Israel Road SW in Tumwater since November 1, 2008.
- This facility is leased for 47,000 square feet of office, storage, and warehouse space.
- The lease term was for 15 years and ended November 30, 2023
- The lease continued month-to-month with the same terms.
- The building was sold in February 2025 to Thurston County Sheriff's Office who maintains the same month-to-month lease terms.
- Lease cost is \$31.49 per square foot per year or about \$1.5M annually.

Background

- With the lease ending, Department of Enterprise Services (DES) reviewed agency lease costs, determining Parks cost per square foot was higher than other state agencies.
- Based on this DES information, a space assessment was completed with the Office of Financial Management (OFM), which included a review of employee telework agreements. The conclusion was that the agency's footprint could be reduced by 30%.
- Costs to move were estimated. It was determined that adjusting the agency footprint and relocating to a state-owned building would result in a cost benefit within 4 years and be the most efficient use of resources for the state.

Ecology Building



- Collocation formalized June 2023
- Ecology and State Parks partnered to identify space
- Parks will be moving into the west wing of the first floor
- Parks will maintain our agency identity in the office workspace, have a signed welcome desk for visitors, and the entrance to Parks' area of the building visibly marked

Lease Terms



- 33,516 square feet of office, storage, and warehouse space
- Tentative rate of \$13.15 per square foot or \$440,800 annually, a savings of \$1M/year
- Lease rate includes utilities, restroom supplies, and janitorial services
- Capital improvements, major repairs, and building enhancements rates will be projected annually
- 5-year lease
- Service Level Agreement for logistics

Lease Terms



- DES delegated lease drafting and execution to State Parks and Department of Ecology
- Ecology utilized the DES template to draft the lease and negotiated these terms with State Parks

Facility Space

Building
Overview
with State
Parks'
space
outlined in
yellow

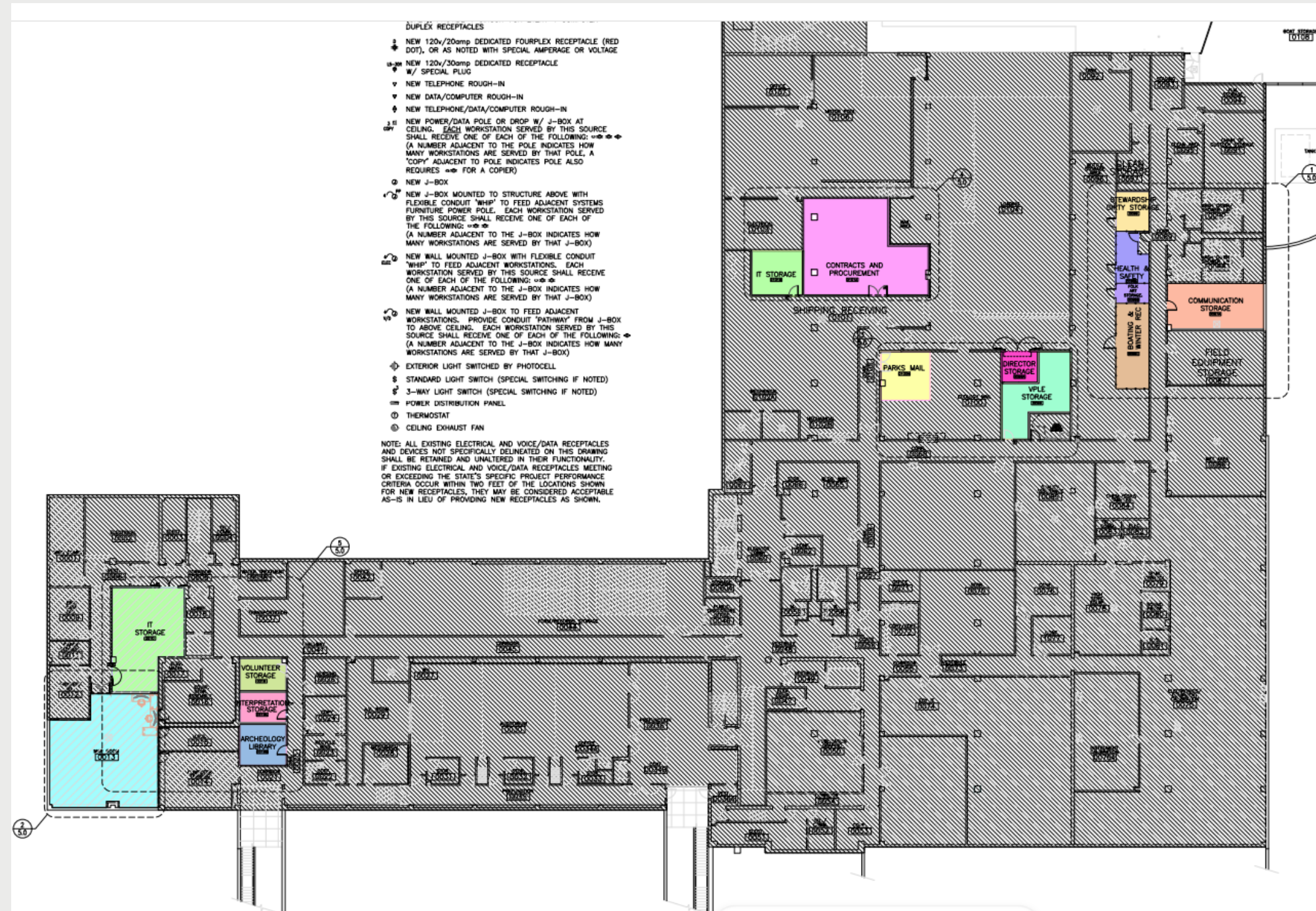


First Floor
workspace
for offices,
teams, and
drop-ins



Facility Space

Basement
space for
storage,
mailroom,
and
warehouse



Facility Space

- 4 Conference Rooms
- 1 Team Collaboration Space
- 25 Hotel Spaces (reservable drop-ins)
- 7 Drop-in Spaces
- 2 Hybrid Areas
- Storage rooms for programs
- Ecology shared spaces
 - Mailroom/warehouse
 - Conference rooms and auditorium
 - Locker rooms
 - Cafeteria
 - Parking Garage
 - Bicycle cage and lockers



Move Update

- Items not moving with us have gone to surplus or were disposed.
- Staff are in the process of packing boxes.
- The majority of staff anticipate moving over the last three weeks of May.
- The new building owners, Thurston County Sheriff's Office, will utilize cubicles, desks, and files cabinets that remain in the building.



Requested Action

Staff requests that the Washington State Parks and Recreation Commission consider authorizing the Director or designee to enter into a lease agreement with the Washington State Department of Ecology that is substantially in form of that in Appendix 1.



GET IN TOUCH

FOR QUESTIONS AND SUGGESTIONS

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