

REAL ESTATE AND CONSTRUCTION SERVICES

Gary Krocak- Introduction

Denise Faragher - Real Property Transaction Services

Gary Krocak - Construction Services

Susan Estes - Leasing Services

Crystal Bergstrom - Space Management Services

Jedd Prokash - Enterprise Real Property Management

Admin's Lunch and Learn Series

Who We Are & What We Do

- Real Estate and Construction Services (RECS) is a Division within the Department of Administration
- RECS consists of 30 employees
- RECS provides a broad range of pre-planning, acquisition, disposition, leasing, project management, relocation, space management and Computer Aided Facility Management (CAFM) services to facilitate facility solutions that help Minnesota state agencies succeed.
- RECS mission is *“to utilize expertise to provide best value solutions for state government in real property administration, transaction management, space management, energy management and construction project management.”*
- Guiding Principles:
 - Customer Satisfaction
 - Continuous Improvement
 - Employee Engagement

Who We Are & What We Do

- ▣ RECS serves all state agencies
- ▣ The State owns a total of 29 million square feet in more than 5,500 buildings
- ▣ State owned real estate is managed by 20 custodial agencies
- ▣ RECS manages an average of 350 active construction projects
- ▣ RECS leases over 3.5 million square feet of space for state agencies in non-state owned buildings with annual rent totaling more than \$62 million

Who We Are & What We Do

Work Groups within RECS:

- ▣ Real Property Transaction Services
- ▣ Construction Services
- ▣ Leasing Services
- ▣ Space Management Services
- ▣ Enterprise Real Property Management

Real Property Transaction Services

- The Department of Administration is granted statutory authority to administer real property transactions on behalf of various State agencies
- Real estate services provided by RECS include
 - Disposition of real property
 - Acquisition of real property
 - Issue easements
 - Transfer custodial control of real property between agencies

Real Property Transaction Services

Dispositions

- RECS implements strategic plans for the sale of state surplus real property to maximize the return to the State and ensures compliance with all statutes
- In summary, the process includes:
 - Property is identified as surplus by state agency
 - Notice of property availability is given to other State agencies and the University of Minnesota
 - If no State agency/U of M desires the property, it is declared “surplus”
 - Property is appraised and RECS sets a Purchase Price
 - Notice of availability is given to local municipalities
 - If no sale, surplus property is publically sold by sealed bid
 - RECS drafts and processes legal documents
 - RECS manages the transaction through the closing when title is transferred
 - Net proceeds are deposited to the general fund
- Examples of Admin dispositions: Duluth Government Services Center, DHS: Former Regional Treatment Center Sites

Real Property Transaction Services

Acquisitions

- RECS recommends and implements strategic acquisitions and coordinates all related activities.
- In summary, the process includes:
 - Agency sends request and funding information to RECS
 - RECS sends letter to the Senate and the House for approval
 - RECS may aid in site selection and negotiates the terms of the acquisition
 - RECS will coordinate due diligence work including
 - Title work
 - Survey
 - Inspection
 - Environmental assessments
 - RECS drafts and processes the purchase agreement and other legal documents
 - Manages the transaction through the closing date when the title is transferred
- Examples of Admin acquisitions: 639 Jackson Street



Real Property Transaction Services

Easements

- An Easement is a right to use another party's real property for specific and limited use, the easement right is recorded in land records and typically "runs with the land"
- RECS approves, develops and issues easements
- Most frequently requested for:
 - Utilities
 - Roadways
 - Drainage
 - Temporary construction

Real Property Transaction Services

Transfer of Custodial Control

- The State of MN owns real property but State agencies are assigned custodial control of the property
- Custodial control may need to be transferred from one State agency to another
- Examples include:
 - Faribault DOC facility, parts of this facility were once owned by DHS
 - When DOT needs to acquire lands for road purposes

Construction Services

Who we are:

- Construction Services provides a broad and comprehensive range of pre-planning, procurement, accounting, project management and administrative services
- Group is comprised of 10 Project Managers with backgrounds as architects, engineers, construction managers and contractors who advise and assist State agencies on their construction needs

Who we serve:

- All State Agencies with the exception of MnDOT, DNR and Military Affairs

Project Funding Sources:

- Capitol Asset Preservation and Replacement Account (CAPRA)
- Asset Preservation (AP)
- Legislative Bond Appropriation – “Capital” Building Projects
- Agency

Construction Services

- We provide construction delivery and management services that add value to projects:
 - Provide project planning, scheduling, preliminary budgets and pricing
 - Assist in defining project expectations, goals, objectives – scope of work
 - Provide project financial management, cost controls and accounting
 - Selecting consultants and vendors
 - Design and construction documents review and approval
 - Requisition, contracting and contract management
 - Facilitate and coordinate project activities, providing project leadership
 - Ensure compliance with state statutes, requirements and contract
 - Provide project oversight, monitoring and reporting
 - Close out projects including as-builts, owner instructions, punchlist, warranty work and evaluations
- We manage an average of 350 active projects

Master Planning

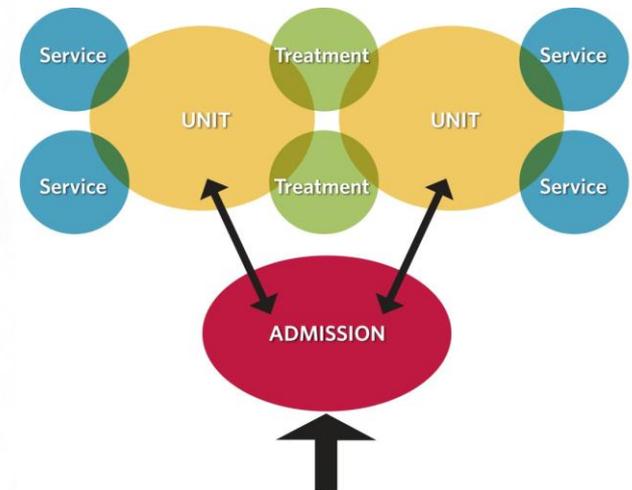
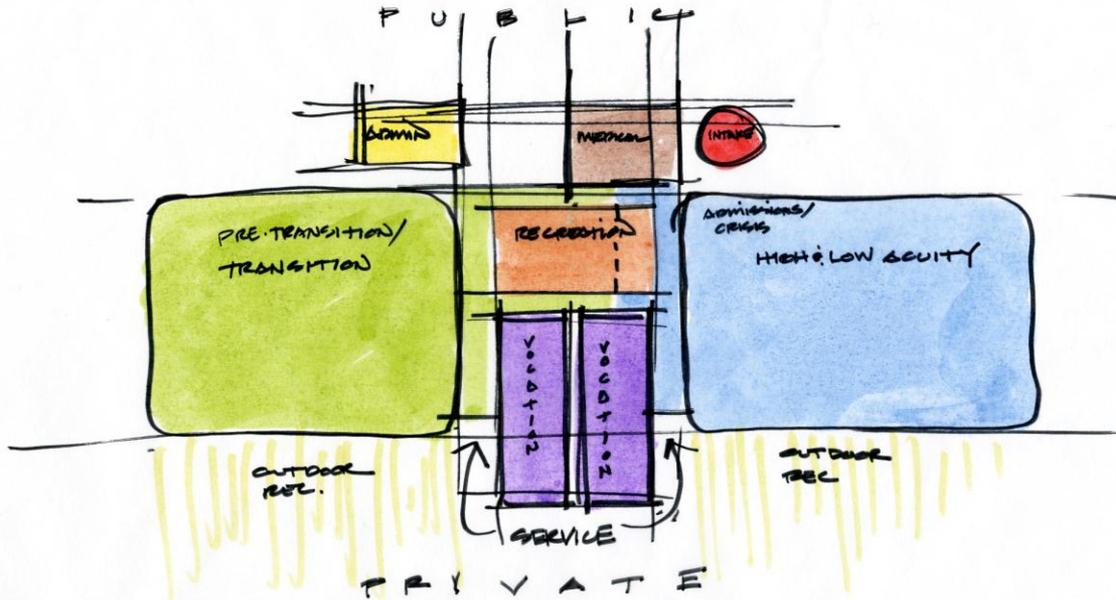
DHS –MN Sex Offender Program-Moose Lake (foreground)

DOC – MN Correctional Facility-Moose Lake (background)



Pre-design Planning, Review & Approval

Construct and Renovate – Minnesota Security Hospital, St. Peter MN



Demolition

DHS -Regional Treatment Center-Brainerd (11 buildings & associated abatement, removal of utilities, roads, curbs, and subsequent site restoration)



Remodeling

Third Floor - Administration Building, St. Paul MN

State of Minnesota Dept of Administration

SAO Project No. 02449ADP

RENOVATE 1st & 3rd FLOORS STATE ADMIN BUILDING

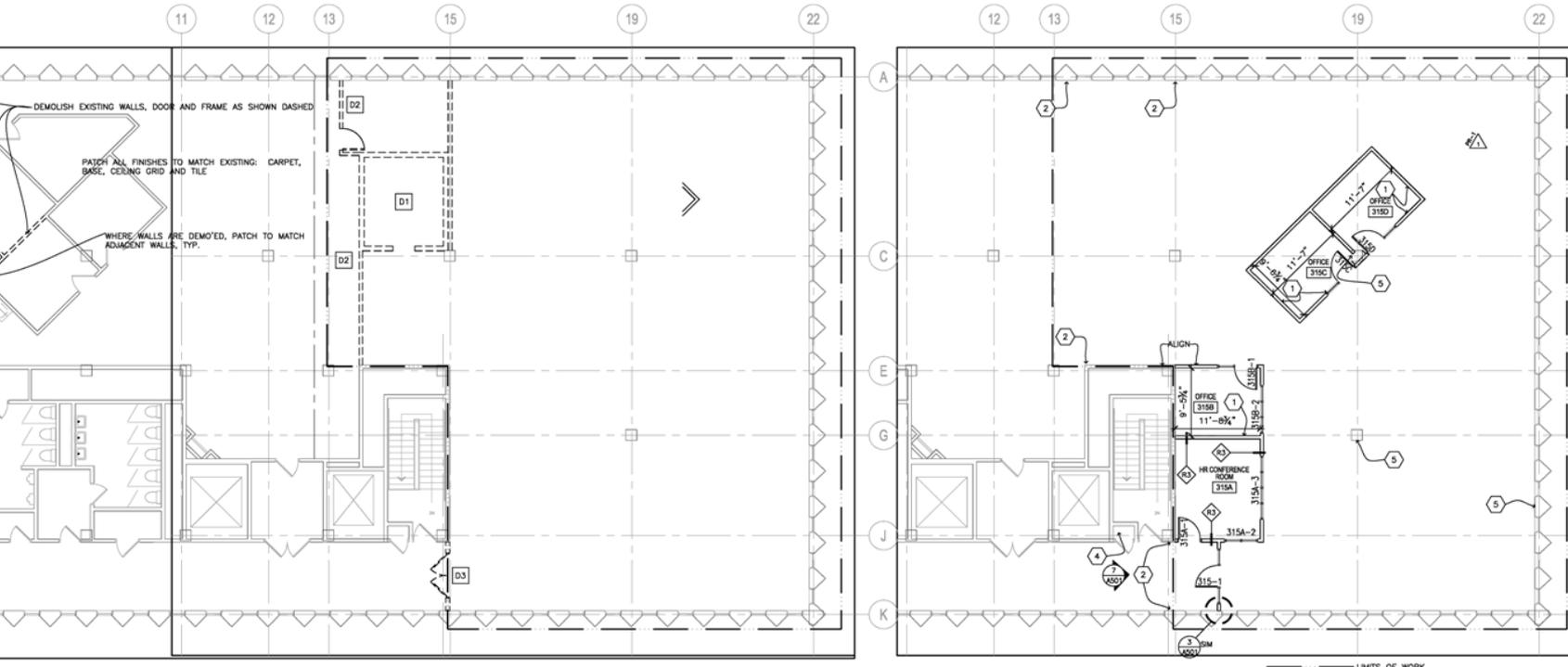
50 Sherburne Avenue
St. Paul, MN 55155

PROJECT DIRECTORY

OWNER:
State of Minnesota
Department of Administration
301 Commercial Office Building
608 Cedar Street, St. Paul, MN 55155
Phone: 651-201-3278 Fax: 651-296-7650
Lee Anderson, AIA, State Project Manager

ARCHITECT:
STUDIO FIVE ARCHITECTS
1170 Ford Centre
420 North 19th Street
Minneapolis, MN 55411
(612) 339-0605 Fax (612) 337-5394
Linda McCracken-Hurt, AIA, Project Manager

MECHANICAL / ELECTRICAL ENGINEER:
STEEN ENGINEERING, INC.
163-881-8140
163-881-8157 Fax
Email: mme@steeneng.com
4048 Hennepin Avenue North
Crystal Lake, MN 55429
Igor Helmer, Mechanical Engineer
Steve Youngs, Electrical Engineer



SECTION PLAN

2 PARTIAL THIRD FLOOR PLAN

DASHED LINES.
NOTATIONS AS REQUIRED TO ACCOMPLISH THE
REQUIREMENTS AND OCCUPANTS OF ADJACENT AREAS.
ADJACENT AREAS OF THE BUILDING DURING THE
REMODELING REQUIREMENTS.

DEMOLITION PLAN KEYNOTES	
D1	DEMOLISH EXISTING VAULT, FLOOR, CEILING, AND WALLS
D2	REMOVE EXISTING DEMISING WALL. COORDINATE WITH OWNER TO MINIMIZE IMPACT ON OCCUPIED SUITES.
D3	REMOVE EXISTING ENTRY DOORS AND WALL.

LEGEND	
---	LIMITS OF WORK
----	EXISTING CONSTRUCTION TO BE DEMOLISHED
=====	EXISTING CONSTRUCTION TO REMAIN
=====	NEW WALL TO UNDERSIDE OF DECK (UNLESS NOTED OTHERWISE)
DOOR LEGEND	
---	EXISTING DOOR TO BE REMOVED

PLAN GENERAL NOTES	
A.	ALL DIMENSIONS SHOWN TO FACE OF FINISH, U.N.O.
B.	ALL NEW WALL CONSTRUCTION IS TYPE A-3, FULL-HEIGHT, TO STRUCTURE U.N.O.
C.	PROVIDE INSULATION AT ALL EXTERIOR WALLS BETWEEN CEILING LEVEL AND TO STRUCTURAL DECK WITHIN LIMITS OF WORK, UNLESS NOTED OTHERWISE. SEE DETAIL 3/A401.
D.	ALL ANGLED NEW CONSTRUCTION IS AT 45 DEGREES FROM GRID, TYPICAL.
E.	PATCH AND FILL EXISTING WALL AND COLUMN FINISHES TO REMAIN TO MATCH ADJACENT UNDISTURBED FINISHES. PREPARE FOR PAINT. REFER TO ASBESTOS ABATEMENT DEMO PLANS FOR LOCATION.
F.	PROVIDE FLOOR LEVELING/PATCHING AT LOCATIONS OF WALLS DEMOLISHED BY ABATEMENT CONTRACTOR AND IN AREAS WHERE FLOORING IS REMOVED. PREPARE FOR NEW FLOORING. REFER TO ASBESTOS ABATEMENT AND ARCHITECTURAL DEMO PLANS FOR LOCATION.

PLAN KEYNOTES	
1	ADD BLOCKING IN WALL BETWEEN 24" - 54" AFF FOR WALL-MOUNTED FURNITURE. SEE DETAIL 4/A501.
2	PATCH WALL, TO MATCH ADJACENT UNDISTURBED SURFACES.
3	RECESSED FIRE-EXTINGUISHER CABINET.
4	EXISTING FIRE EXTINGUISHER.
5	PATCH WALL OR COLUMN, TYPICAL SEE GENERAL NOTE "E". COORDINATE WITH ABATEMENT PLAN.

DOCUMENTS ISSUED:	
REVIEW	26 MAY 2007
ISSUE FOR BID	13 JULY 2007
RECORD DRAWINGS	27 MAY 2008

REVISIONS:	
1	20 SEPT 2007
2	18 JAN 2008
3	
4	
5	

REGISTRATION:
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and I am a duly licensed Architect under the laws of the State of Minnesota.

Linda McCracken-Hurt, AIA
License No: 15430 Date:

THIRD FLOOR AND DEMOLITION PLANS

Repair

Water Infiltration at BCA Maryland, St. Paul MN



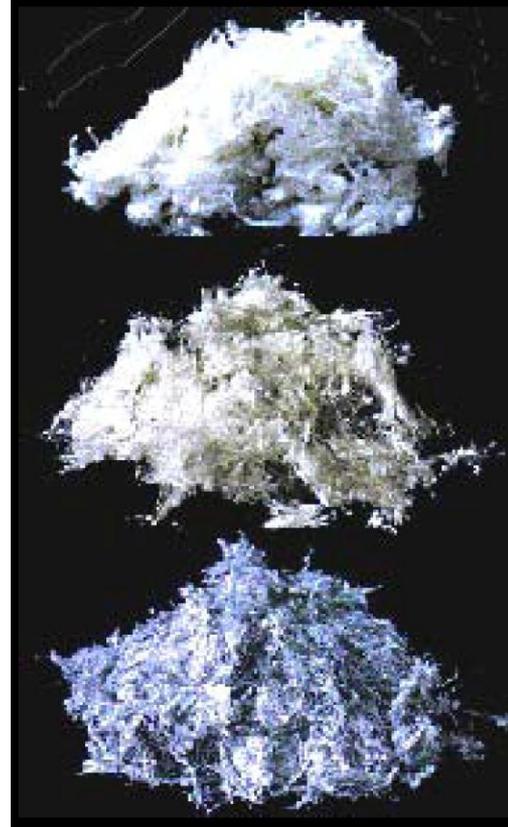
New Construction

Elmer L. Andersen Building, St. Paul MN (completed winter 2005)



Hazardous Material Removal & Abatement

- ▣ Asbestos
- ▣ Lead
- ▣ Mold



Emergency Projects – Special Requests



Admin
MINNESOTA

Department of Administration

REQUEST FOR EMERGENCY AUTHORIZATION

Instructions: This form must be signed by the agency head or assistant agency head with delegated authority. Submit this form to the Materials Management Division, 112 Administration Building, St. Paul, MN 55155, or by fax to 651.297.3996; Attn: Kent Allin.

This request to authorize work to begin on a contract prior to the full execution of the contract is made pursuant to Minnesota Statutes 16C.05, Subd. 2a.

Agency Name:		Date:
Agency Contact:		Phone:
Contractor Name:		
Minnesota Statutes 16C.10, Subd. 2 defines emergency as A...a threat to public health, welfare, or safety that threatens the functioning of government, the protection of property, or the health or safety of people. §		
Description of Emergency (part 1): (Check all that apply - at least one is required) <input type="checkbox"/> Threat to public health <input type="checkbox"/> Threat to public welfare <input type="checkbox"/> Threat to public safety		Description of Emergency (part 2): (Check all that apply - at least one is required) <input type="checkbox"/> Threatens function of government <input type="checkbox"/> Threatens protection of property <input type="checkbox"/> Threatens health or safety of people
Describe the emergency, how it meets the above criteria, and the circumstances leading to the emergency:		
Description of Work:		
Did agency's lack of planning contribute to the need to begin work without a fully executed contract in place? <input type="checkbox"/> Yes <input type="checkbox"/> No		
AGENCY AUTHORIZED SIGNATURE: I acknowledge the risks associated with allowing the vendor to begin work without a fully executed contract, and I understand it is my responsibility to have a fully executed contract in place within 15 working days. Signature:		ADMINISTRATION DEPARTMENT <input type="checkbox"/> Approved without qualifications <input type="checkbox"/> Approved with qualifications <input type="checkbox"/> Emergency could have been prevented <input type="checkbox"/> Other _____ <input type="checkbox"/> Disapproved <input type="checkbox"/> Not an emergency <input type="checkbox"/> Other _____ <input type="checkbox"/> Work began prior to request – 16C violation Signature:
Title:		Date Received in Admin:
Date:		Date Action Taken by Admin:

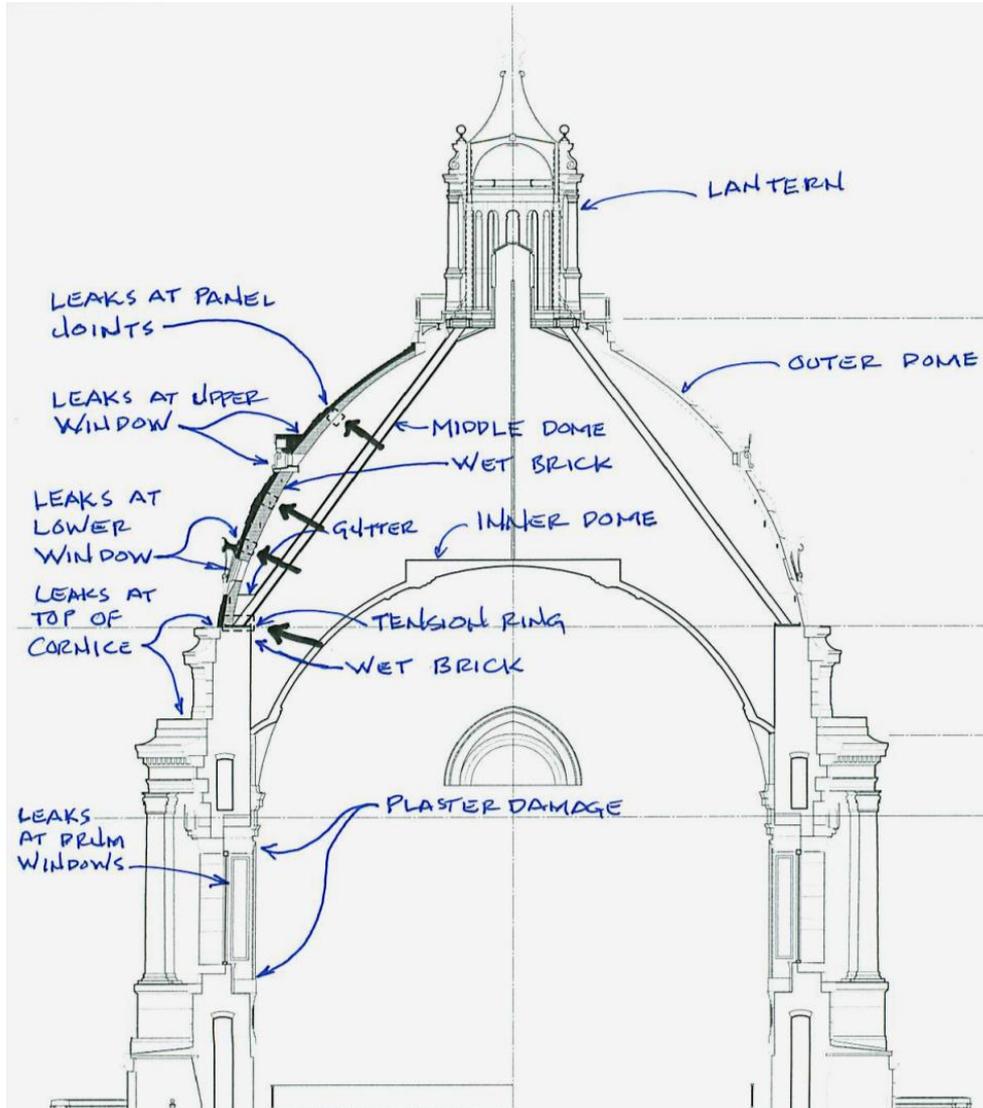
State Capitol Restoration

Demolition and Repair of West Steps



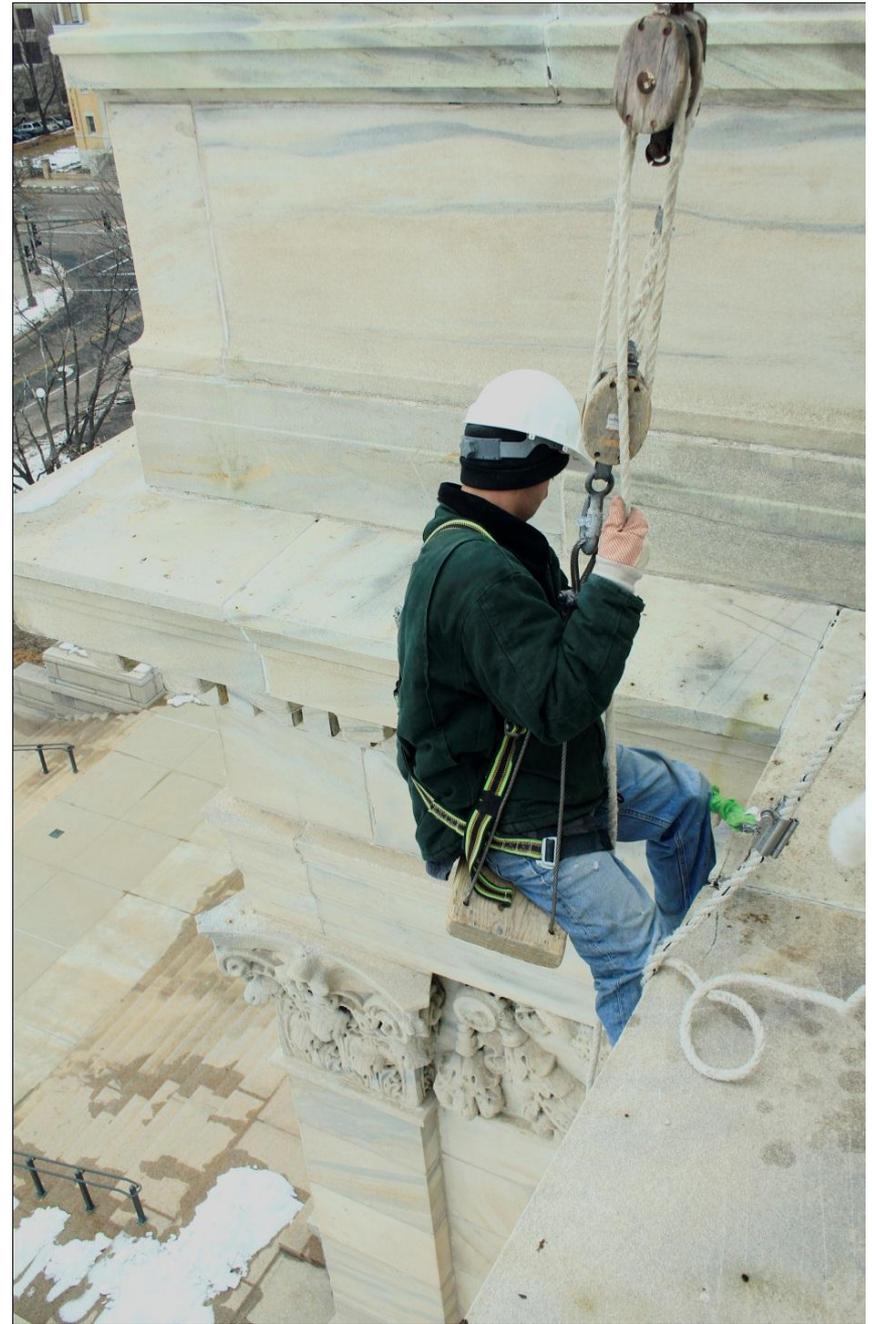
State Capitol Restoration

Exterior Dome Repair



State Capitol Restoration

Exterior Investigation and Condition Assessment



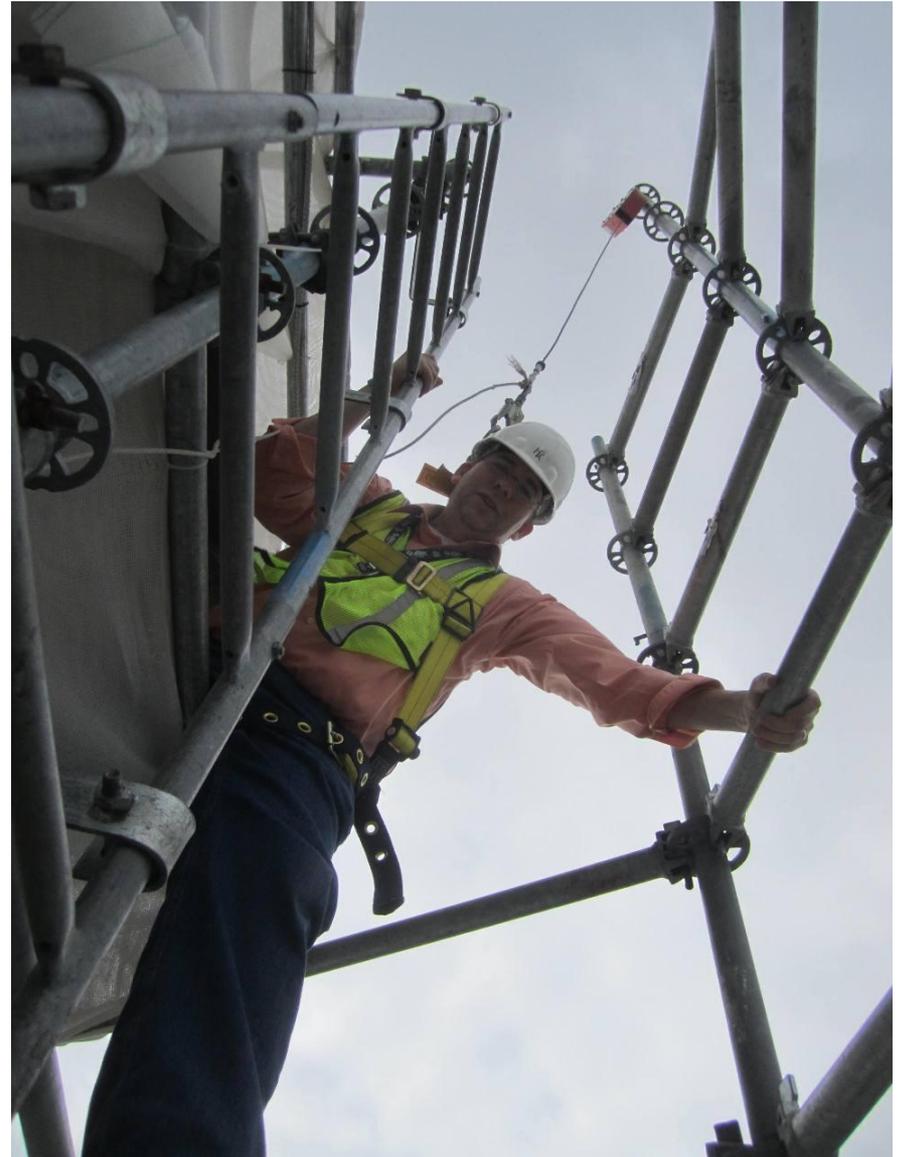
State Capitol Restoration

Exterior Assessment and Restoration



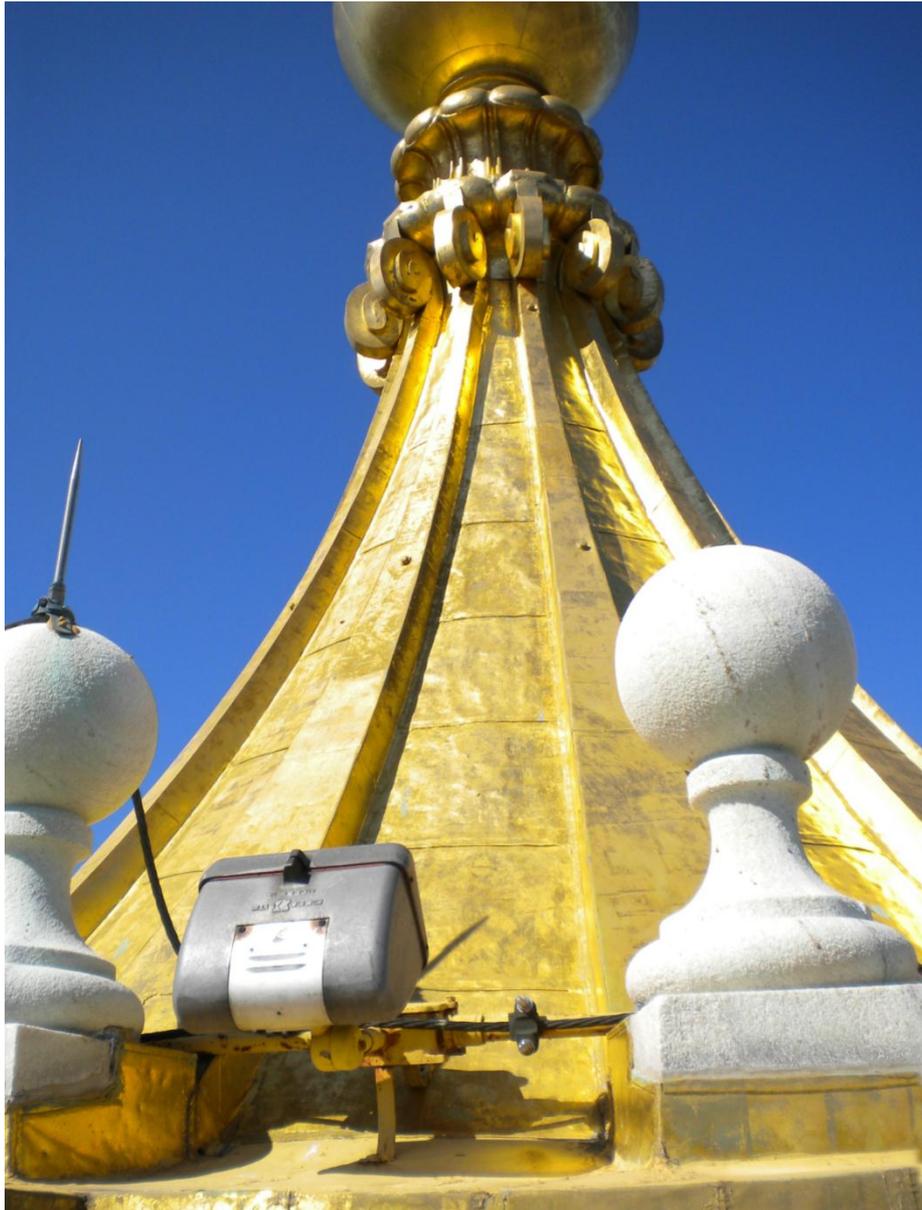
State Capitol Restoration

Repair Finial at Top of Dome



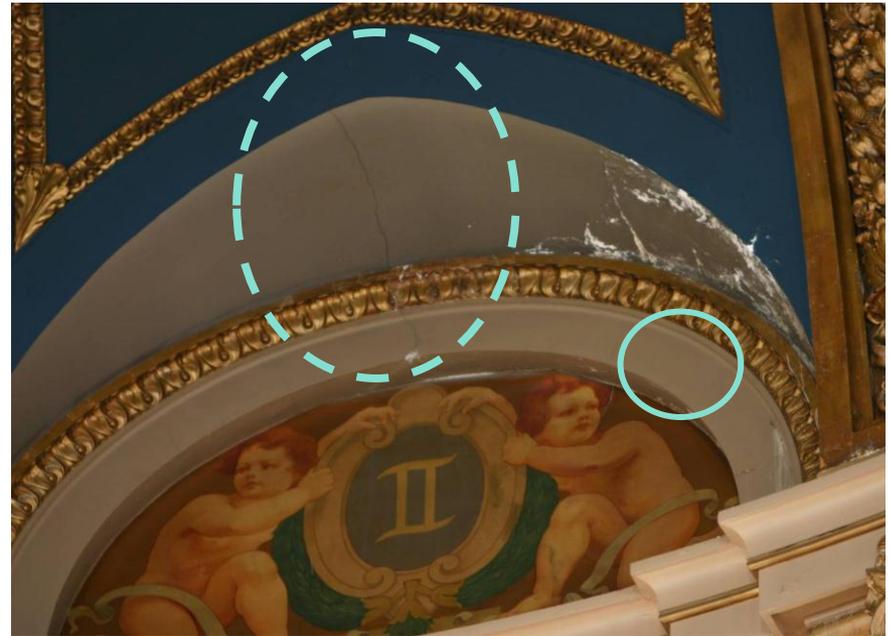
State Capitol Restoration

Repair Finial at Top of Dome



State Capitol Restoration

Future Paint and Plaster Repair



State Capitol Restoration

Chandelier Restoration and Repair



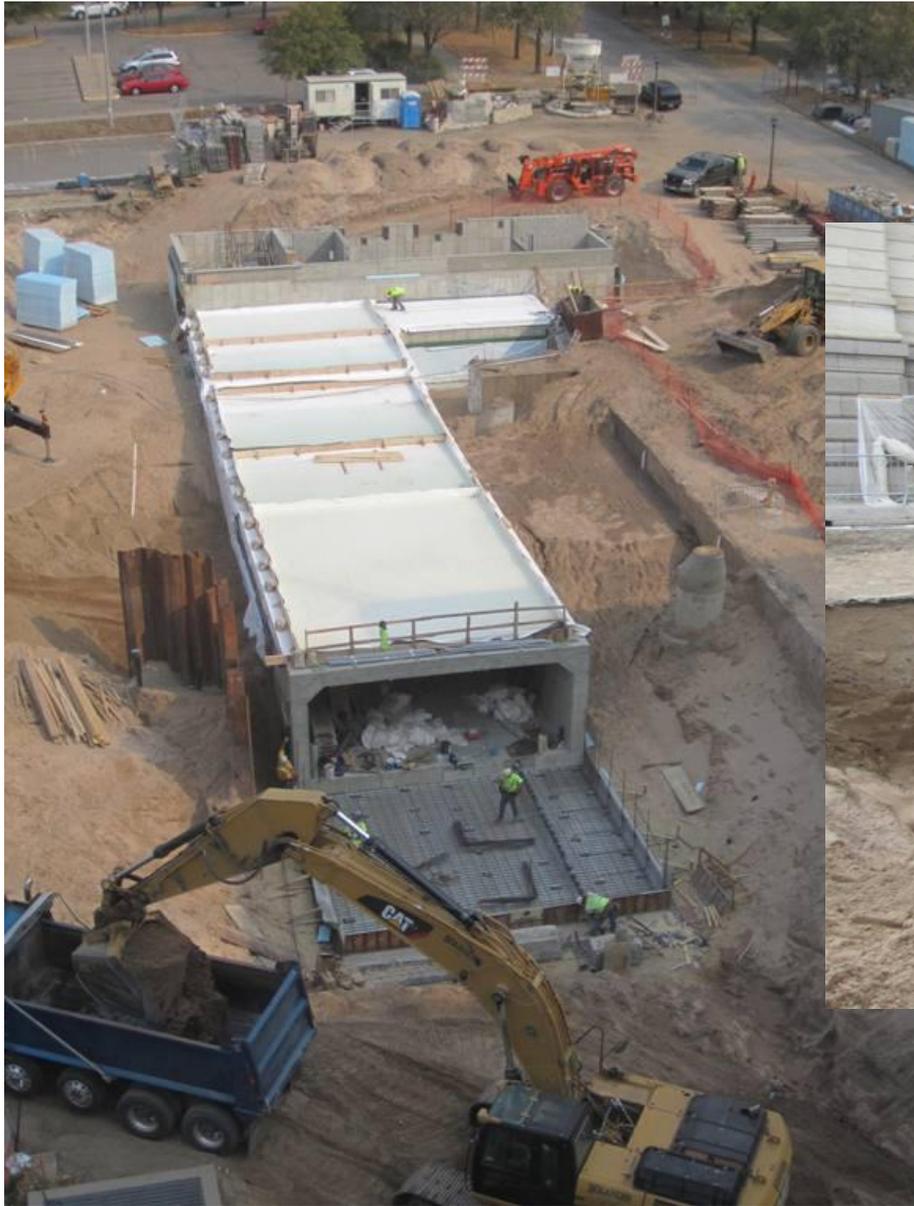
State Capitol Restoration

Mechanical Air Handling Unit (AHU) Replacement



State Capitol Restoration

University Avenue Tunnel



Construction Services

Customer value:

- ▣ Protect the interests of the State and its agencies
- ▣ Provide accountability and quality assurance
- ▣ Serve as agency advisor and State advocate
- ▣ Provide advice and direction throughout the life of a project
- ▣ Provide services that lead project to successful outcome

Leasing Services

- Leasing Services holds statewide responsibility for leasing space for most state agencies
- Leasing staff are knowledgeable about real estate markets and are experienced real estate and negotiation experts
 - Locate potential sites for state agencies
 - Negotiate and draft leases
 - Resolve lease compliance issues (indoor environmental quality, ADA compliance, etc.)
- Provide value to our customers
 - Attain the best rental rates
 - Negotiate lease terms that benefit the State
 - Ensure that State Agencies are leasing the correct amount of space for their needs
- Leasing Services is in the process of converting lease inventory from Access database to the ARCHIBUS lease module

Leasing Services

Types of Leased Spaces

- Office space
- Storage
- Warehouse
- Workforce centers
- Residential facilities
- Training centers
- Boat slips
- Laboratories
- Driver vehicle exam stations
- Probation offices
- Licensing centers
- Communication towers
- Aircraft hangar space
- Vehicle inspection bays

Leasing Services

Types of leases:

- ▣ Commercial Lease
- ▣ Delegated Authority
- ▣ Subleases - Workforce Center Partners
- ▣ Income Lease
- ▣ Departmental Lease
- ▣ State Agency to State Agency

RECS Leasing manages (State Owned and Non-State Owned):

- ▣ 895 leases
- ▣ 5.8 million square feet (includes 2.5 million square feet within the Capitol Complex)
- ▣ \$118.5 million

Leasing Services

Examples

- Duluth – Relocation from Duluth Government Center
 - Office of Administrative Hearings
 - Explore Minnesota Tourism
 - Ombudsman for Mental Health and Developmental Disabilities
 - Department of Health
 - Department of Employment and Economic Development
- Renegotiate and Extend Leases to leverage market
 - Department of Human Services – 444 Lafayette
 - Office of the Attorney General – Bremer Tower

Space Management Services

Space Programming Services

- Work with State agencies to determine their current and future space needs
- Find ways for agencies to share spaces with other State agencies or building tenants
- Develop space types to match workplace functions and work process
- Calculate the amount of space an agency requires to do its work efficiently and safely
- Work with Leasing to make recommendations for course of action:
 - Lease more space
 - Reduce space
 - Remodel or reconfigure current space
 - Move to a new location
 - Implement process changes

Space Management Services

Relocation and Reconfiguration Services

- Create fit plans and workstation feasibility plans
- Find space efficiencies within a chosen location
- Obtain estimates from vendors
- Create work schedule
- Coordinate work
 - Plant Management Division
 - MN.IT
 - RECS Construction
 - RECS Leasing
 - Design consultant
 - Data vendor
 - Electric vendor
 - Painting/carpet
 - Furniture (purchase and/or reuse)
 - Moving company

Space Management Services

Space Management

- Use ARCHIBUS to manage 4.5 million gross square feet for the Department of Administration
- Survey and measure all buildings to ensure accurate information
- Use AutoCAD and ARCHIBUS to capture information
- Information is used to:
 - Calculate accurate square footages for leases
 - Track vacancies and other space uses within buildings
 - Report space efficiencies



State of Minnesota

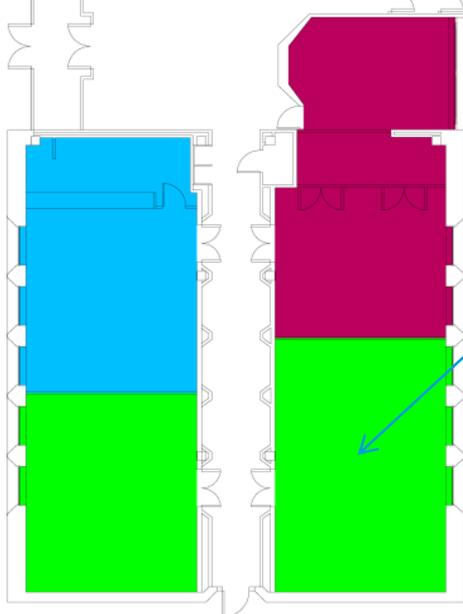
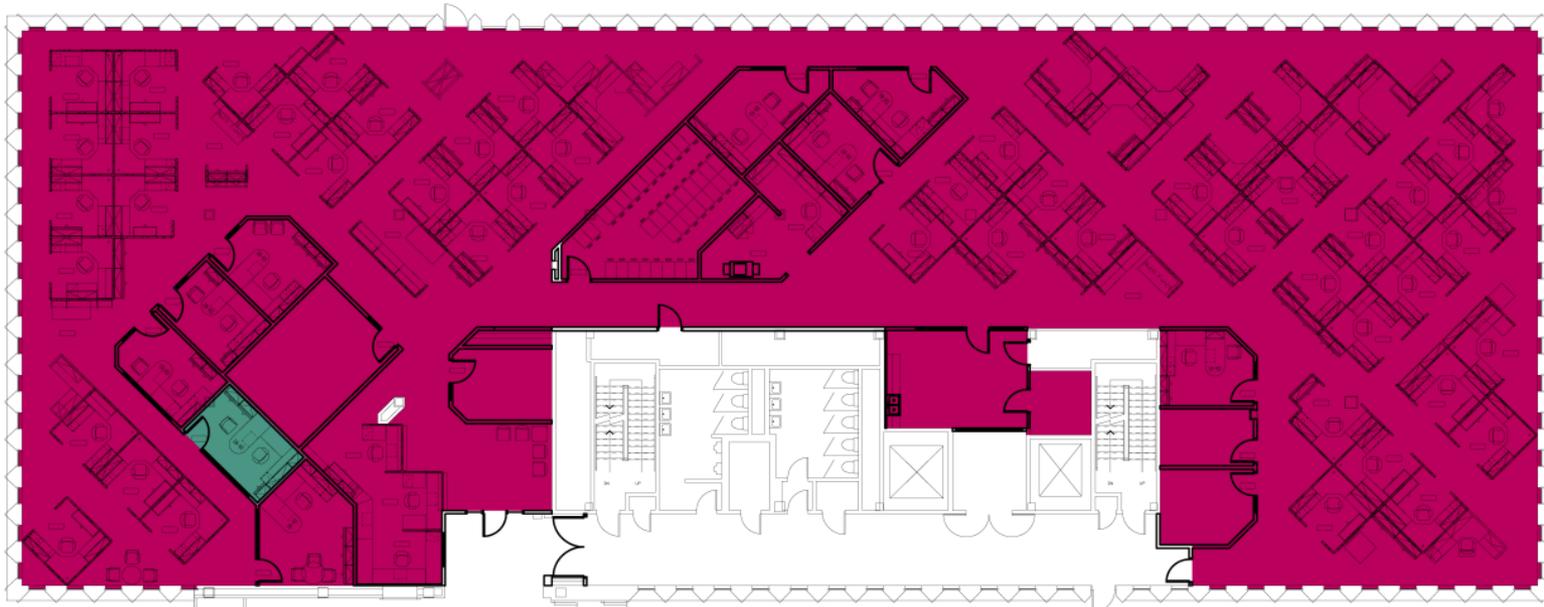
Department of Administration
Real Estate and Construction Services

Administration Building
310124

Notes / Remarks
FY12-FY13 Lease Renewal
5/1/2011

First Floor
G0231010162-01

Drawn By: J. Prokash
Checked By: C. Bergstrom
Approved By:



You Are Here

Department - Division Code

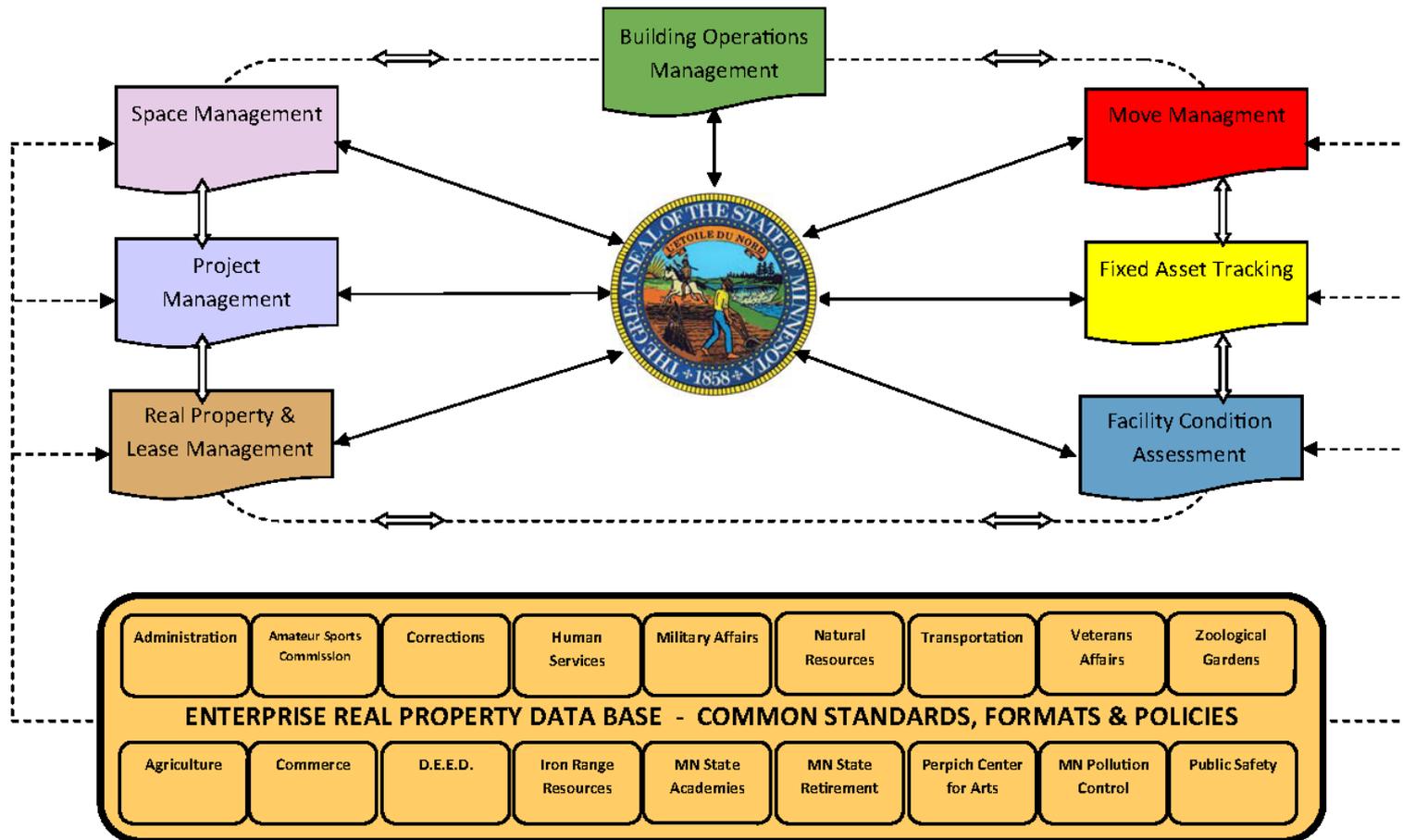
- Administration - Materials Management Division
- Services For The Blind
- Fleet and Surplus Services
- Shared Conference Room

Enterprise Real Property Services

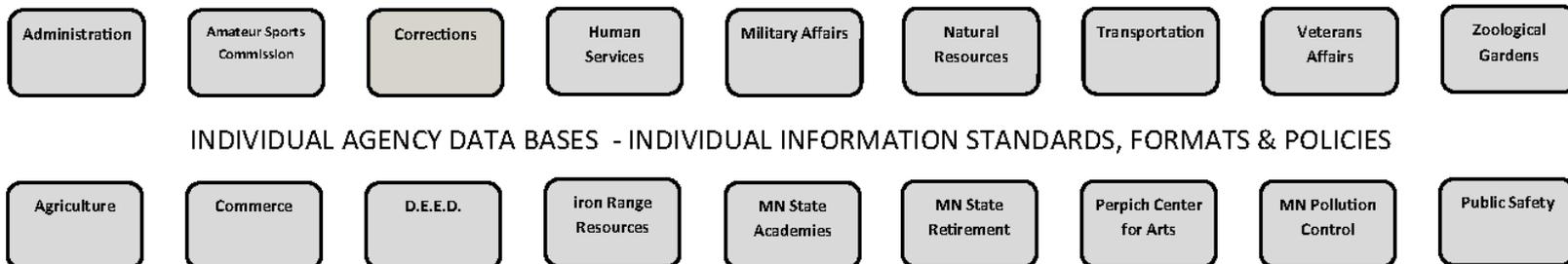
What is it?

- An enterprise of State agencies that have custodial control of real property
- Formed for the purpose of operating and managing State real property (approximately 30 million square feet in 5,500+ buildings)
- Utilize enterprise guidelines, policies and standards set by METT
- Utilize enterprise facility management web-based software system (ARCHIBUS)

ARCHIBUS ENTERPRISE REAL PROPERTY SYSTEM



CURRENT PROCESS



INDIVIDUAL AGENCY DATA BASES - INDIVIDUAL INFORMATION STANDARDS, FORMATS & POLICIES

Enterprise Real Property Services

Benefits

- ▣ Provide information for better decision-making
- ▣ Capital project prioritization
- ▣ Maximizes space utilization
- ▣ Provides more orderly, planned and cost effective maintenance versus reactive maintenance
- ▣ Improves time management

Enterprise Real Property Services

ARCHIBUS - Building Operations

- ▣ Self-service process for requesting work
- ▣ Schedule preventative maintenance work
- ▣ Respond quickly to on demand work
- ▣ Increase employee efficiency
- ▣ Prolong life cycle of equipment
- ▣ Document common causes of equipment breakdown
- ▣ Forecast future operating costs and budgeting

Enterprise Real Property Services

ARCHIBUS - Equipment Management

- ▣ Mechanical Equipment
- ▣ Electrical Equipment
- ▣ Lighting
- ▣ Paint, carpet, doors
- ▣ Barcode is scanned and work history is updated in database

<u>Building Name</u>	<u>Building Code</u>	<u>Floor Code</u>	<u>Room Code</u>
Administration Building	G0231010162	GR	G18A

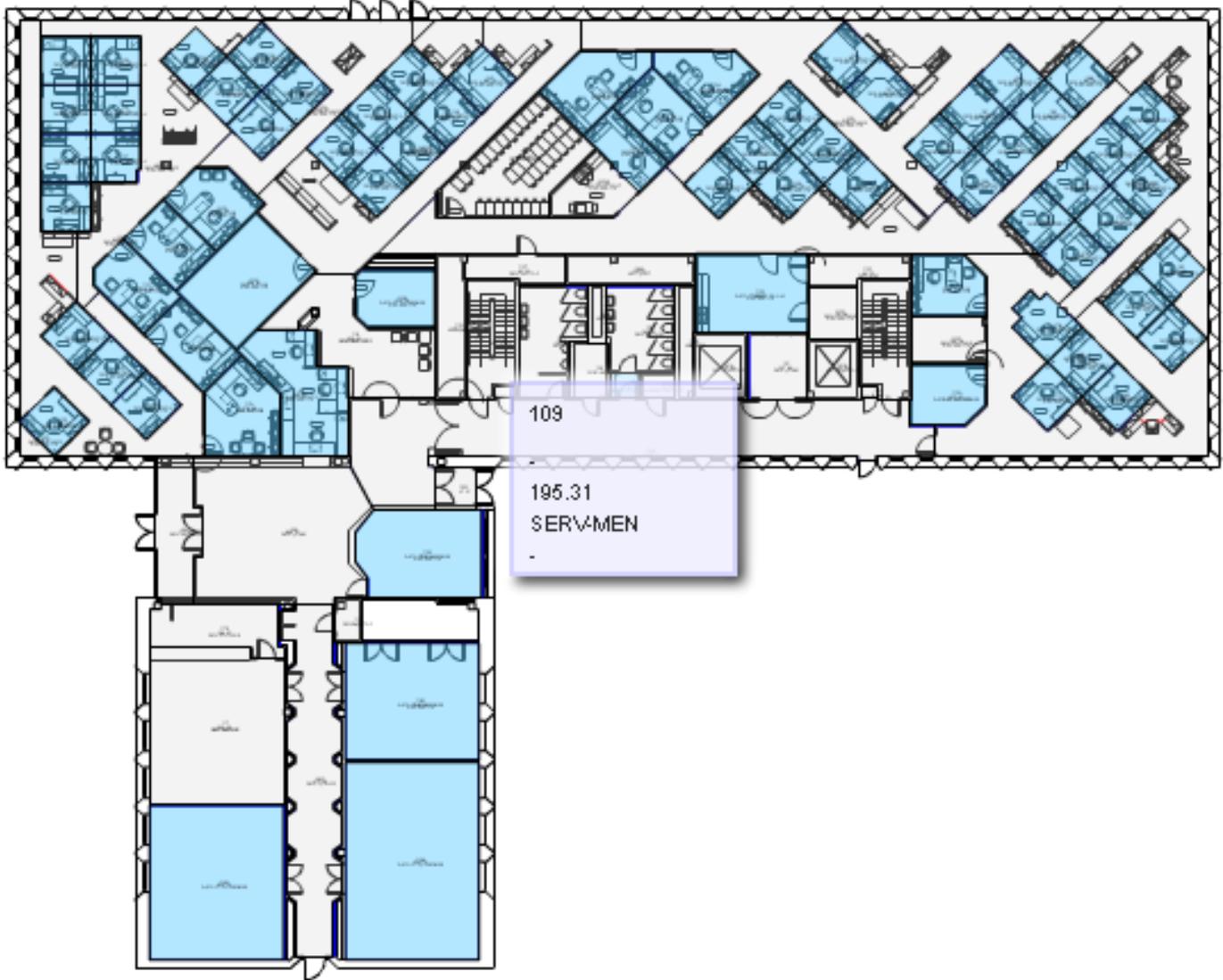
<u>Equipment Code</u>	<u>Equipment Manufacturer</u>	<u>Equipment Standard</u>	<u>Equipment Use</u>	<u>Model Number</u>	<u>Serial Number</u>
00100010	SPEEDAIRE	HVAC_AIRDRY	Airdryer_1	3Z528A	0302-101-9612-28946
00100012	JENKINS	FIREPR_CONTR_VALVE	Fire_Main_Control_Valve	6"OSY	
00100013	PORTER ELECTRIC	FIREPR_SWITCH_TAMPER	TamperSwich_1_Main_C	OSYSUAZ	
00100014	GRINNELL	FIREPR_DETECT_HEAT	Detector check for incom	A2	
00100015	JENKINS		Fire_Main_Check_Valve	NONE	
00100016	JENKINS	FIREPR_CONTR_VALVE	Fire_Main_Valve_2	6"OSY	
00100017	PORTER ELECTRIC	FIREPR_SWITCH_TAMPER	TamperSwitch_2_Main_C	OSYSUAZ	
00100018	KENNEDY	FIREPR_CONTR_VALVE	Stand_Pipe_Control_Val	FIGURE 68	
00100019	EMHART	FIREPR_SWITCH_TAMPER	TamperSwitch_3_Main_C	SGV	
00100020	EMHART		Stand_Pipe_Flow_Switch	WFD 2.5	
00100021	KENNEDY	FIREPR_CONTR_VALVE	Fire_Sprinkler_CTRL_Va	2.5OSY	
00100022	EMHART	FIREPR_SWITCH_TAMPER	TamperSwitch_4_Main_C	SGV	
00100023		HVAC_HEATEX	Heat_Exch_1_Bldg_Hea		
00100024	CASHCO	WATDIS VALVE ISLAT	Dist Heat Control Valve	NONE	82794-02-84

Select a destination room.



Click on a room to select it.

Close



- 7 Days
- 14 Days
- 30 Days

Close

Create Request

Basic Information

Documents

Overview

Requestor

Cancel Next >> Submit

Requested By:* G02.DISPATCH

Requestor Phone: 651.201.2300

Contact:* G02.DISPATCH

Account Code: LEA820260

Contact same as requestor

Work Location

List Requests for Location

Same as requestor

Site Code:* G02310

Site Name: Capitol Complex

Building Code:* G0231010162

Building Name: Administration Building

Floor Code:* 01

Floor Name: First Floor

Room Code:* 109

Select Drawing

Room Name:

Division Code:

Division Name:

Cost Center Code:

Cost Center Name:

Problem Location:

Equipment

List Requests for Equipment

Equipment Code:

Equipment Name:

Description

Request Type: SERVICE DESK - MAINTENANCE

Problem Type:* PLUMBING

Description:* The men's restroom sink is not draining.
The floor is wet and is now a slipping hazard.

Select Description

Priority * :
 Immediate
 7 Days
 14 Days
 30 Days
 60+ Days

SLA Information for priority Immediate

Completion required within 1 Days

Workflow Steps:

On status of REQUESTED: Edit and Approve is required by an employee with Service Desk Role Supervisor

Request will be dispatched to G02310_BUILDING MANAGER

Real Property Fun Facts!

- ❑ In FY12, how many hours did Plant Management spend changing light bulbs in the Capitol Complex?
 - 3,833 labor hours in one year. That equates to 1.84 craftspersons, 8 hours per day, Monday through Friday

- ❑ How many gallons of paint would it take to paint every room in the Capitol Complex?
 - 9,662 gallons...and that's just one coat!

- ❑ How many restrooms are in the Capitol Complex?
 - 413 restrooms

- ❑ How many exterior doors are located in the Capitol Complex?
 - 625 exterior doors

- ❑ How many Work Requests were produced for the Capitol Complex in FY12?
 - 22,230 Work Requests

- ❑ How many Work Requests were produced state wide in FY12?
 - 116,976 Work Requests

For More Information

- ▣ Website: www.admin.state.mn.us/recs
- ▣ 651.201.2550

Questions and Answers
