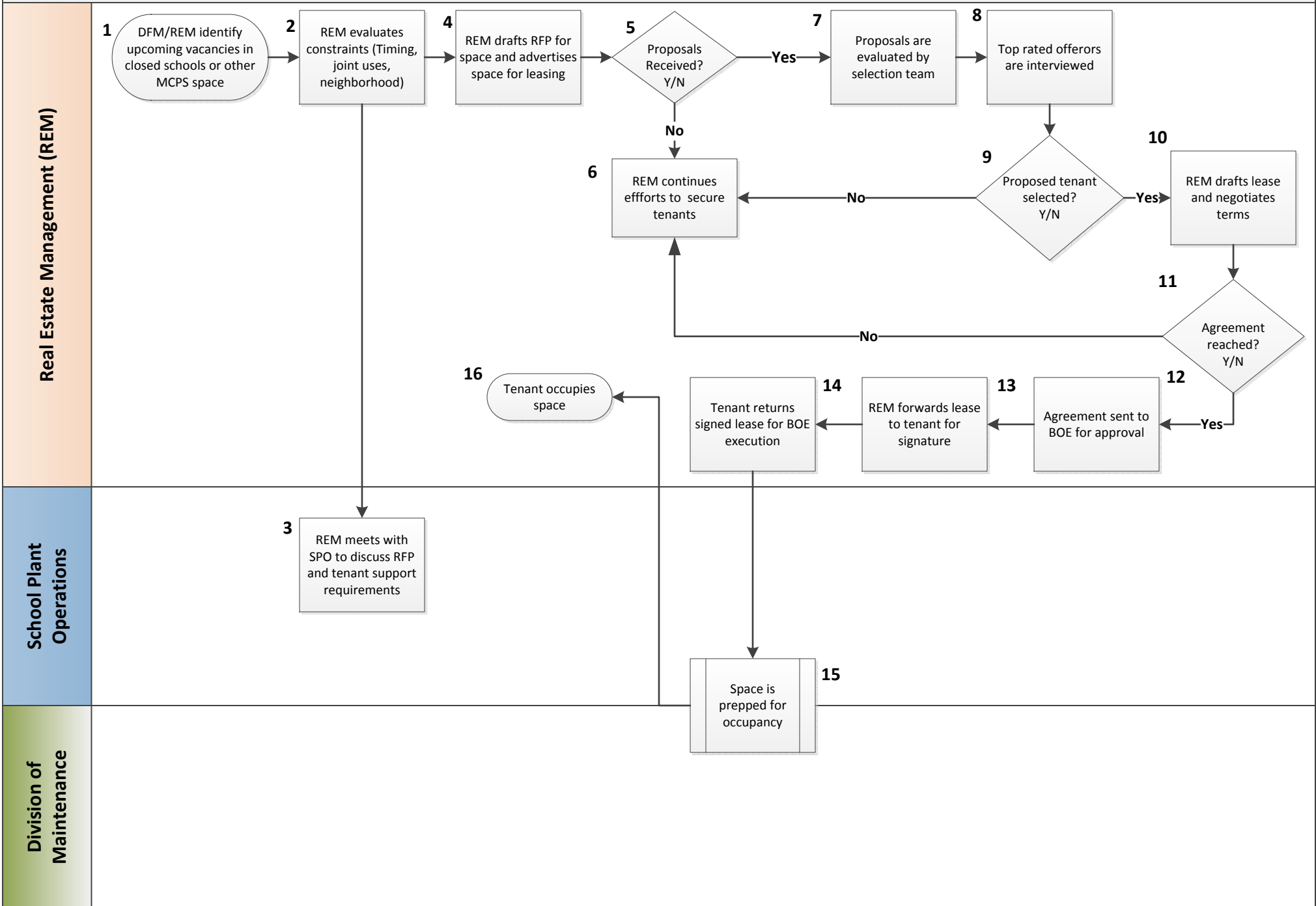


# Real Estate Management: Surplus Space Leasing (Closed or Holding Schools)



## Real Estate Management Surplus Space Lease (Closed or Holding Schools)

Review Date	Process Owner	Customers	Critical to Quality	Measures	Approximate Timeline
May 23, 2014	REM	Potential tenants	Clear and timely communications of expectations		

**Background:** REM staff evaluates potential tenants to lease surplus space in holding or closed schools.

1. DFM Long-range Planning staff and REM staff will schedule an annual meeting at the beginning of the budget process to identify potential school closings and available space in holding schools.
2. REM staff will visit the available sites and determine constraints for potential uses. REM will also discuss timing and possible neighborhood issues associated with leasing with the DFM director, Long-Range Planning staff, and other stakeholders as required.
3. REM staff meets with SPO staff to discuss request for proposal and tenant support requirements.
4. REM will draft a request for proposal seeking interest for use of site. Priority will go to other government agencies, non-profit associations, and private educational programs. RFPs will be publicly advertised in the local newspaper, eMaryland Marketplace, and on the REM webpage.
5. Proposals received?
6. Rem staff will assemble a selection team and review proposals received. Proposals will be rated according to the criteria contained in the RFP.
7. REM staff will make a recommendation to award and issue a Notice of Intent to Award.
8. REM staff will schedule interviews with the top rated offerors and determine a finalist.
9. Proposed tenant selected?
10. REM staff will draft a lease and negotiate the lease terms and conditions with the proposed tenant.
11. Agreement reached?
12. REM staff will prepare the Board agenda item and draft lease for review by the BOE.
13. Upon approval, REM staff, working with the MCPS attorney, will finalize the lease for execution.
14. REM will schedule a meeting with SPO staff, Facilities Maintenance staff, and IT staff to coordinate work to allow for occupancy. Upon agreement, work will be completed.
15. REM staff arranges for DOM staff and SPO staff prepares space for tenant occupancy.
16. Tenant occupies the space and begins paying rent.