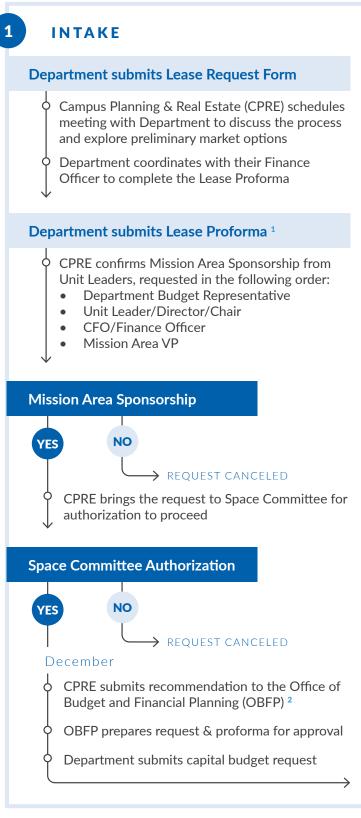
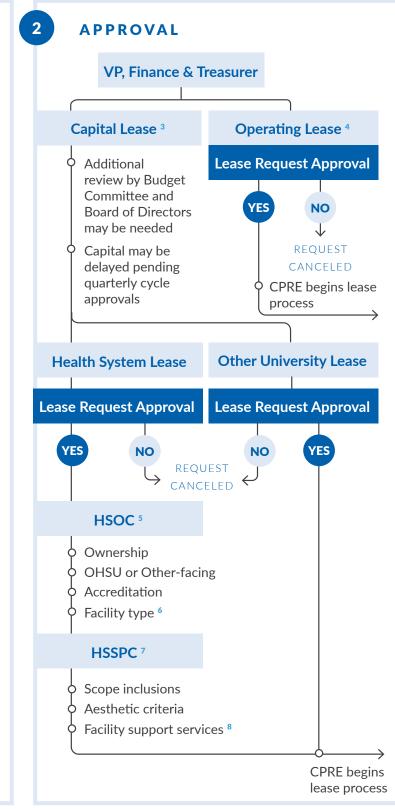
LEASE WORKFLOW

OHSU Department for External Space





3 LEASE

CPRE leads Property Search

CPRE engages broker to identify location options

Tour lease space options with CPRE, Department,
Design & Construction (DesCon) Project
Manager, ITG and broker; select 1-2 locations

DesCon leads Business Case Development

Approved Programming Phase Budget Letter

Business Case development with executive-level sponsor approval

DesCon leads Programming

Rough Order of Magnitude (-30% to +50%)

Signed total project (or design) Budget Letter

Project Charter with Capital Summary

Test fit documents

Executive-level sponsor approval of project scope

CPRE leads Lease Negotiation

Letter of Intent (LOI)

CPRE and broker negotiate lease terms

CPRE prepares lease abstract with rent and operating costs, including maintenance and janitorial contracts

Department Budget and OBFP approval of updated lease financial abstract

VP, Finance & Treasurer approval

O CPRE executes lease

4 PROJECT DELIVERY

DesCon leads Design Phase

Updated Construction Budget Letter & Worksheet

Project Charter

Design Documents

Stakeholder, Landlord and Facilities approval

Furniture, Fixtures and Equipment (FF&E)

• Permitting

♦ AHJ Review

DesCon leads Construction & Move-in

Owner, Architect, Contractor (OAC) meetings

Impact mitigation

Commissioning

Inspections

Certificate of Occupancy

Facilities engage Contracting Services to negotiate and execute maintenance contracts with service providers ⁹

Users engage Contracting Services to negotiate and execute janitorial, confidential recycling and hazardous waste contracts with service providers ⁹

CPRE coordinates with landloard to apply tenant improvement (TI) allowance; leads room numbering, field measure of as-builts; updates CAD/Revit model, furniture plan, OASIS and Oracle Property Manager; informs Central Financial Services (CFS) compliance with Unrelated Business Income Tax (UBIT)

Tenant move-in

DesCon leads Close-out

Construction close-out

Financial close-out

Hand-off to Off Campus Facilities Team

Lessons learned

1 Lease Proforma reflects anticipated revenue and expenses, including salary and benefits, services and supplies, overhead, and lease costs (rent, tenant improvements, equipment, moving expenses, etc.)

- 2 Capital lease requests are due December 15. Operating lease requests may be considered throughout the year.6 E.g. Licensed, Professional Billing, Independent Diagnostic Testing Facility (IDTF), etc.
- 3 Capital leases are those ≥ one year, ≥ \$100,000 and does not have a right to terminate. 7 Health System Strategic Project Committee (HSSPC) Project implementation
 - 8 E.g. Waste management, pharmacy, sterile processing, receiving, etc.
 - 9 If Licensed site, contracts should be registered in OHSU DNV Smartsheet Database

CAMPUS PLANNING & REAL ESTATE

OHSU

5 Heath System Operations Council (HSOC) - Project leadership

4 Operating leases are those ≤ one year and ≤ \$100,000.

Updated May 24, 2023