### RATING FACTORS

### OFFICE AND RETAIL FACILITIES

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| **AGENCY NAME:** | | | |
| Handicap Access (Yes or No) | | “No” may disqualify property | |
| RATING Total = 100/Type of Factor | FACTOR | EXPLANATION OF FACTOR - | TARGET  RANGE |
|  | Load Factor | Percent of usable to net rentable area. (Typically rent is based upon net rentable area) | 0% to 10%  (0% if N/A) |
|  | Rent-1st Yr | Budget is $\_\_\_\_\_. Lease/Purchase Analysis Cost Ratio will need to be considered. | 10% to 15% |
|  | Rent-1st 5 yrs | Budget is for $\_\_\_\_\_\_\_\_. Lease/Purchase Analysis Cost Ratio to be considered. | 10% to 15% |
|  | Rent Escalations | Rate increases, if any, should be capped. Pass-throughs on bldg. expenses (taxes, insurance, common area maintenance). | 0% to 5%  (0% if N/A) |
|  | Offeror Incentives | Renewal options, free rent, reimbursement of moving costs, etc. Can be figured on a per sq ft basis to obtain effective lease rate. | 0% to 5%  (0% if N/A) |
|  | Finish Allowance | Adequate to cover agency needs. New const. shld be approx. $45/SF; Remodeled space $4 to $5 covers new carpet & paint. | 0% to 5%  (0% if N/A) |
|  | Free Parking | What, if any, will the cost be for the parking? Figure on a per sq ft basis – (Cost per space x 12 months, divided by 250 sq ft.) | 0% to 10%  (0% if N/A) |
|  | Site Issues | Are utilities available to the site? Is zoning appropriate? Environmental or construction issues? Site drainage issues? | 0% to 5% |
|  | Property Amenities | On-site conference facility, break room, fitness facilities, library, on-site storage provided at no or reduced cost to tenants. | 0% to 5% |
|  | Exterior | Maintenance and condition of building. | 0% to 10% |
|  | Adequate Sq Ft | Size and usability of space. Floor plate size, # of stories of bldg. (Cld also be a “Yes” or “No”. A “No” would disqualify property.) | 0% to 10% |
|  | Interior | Maintenance and condition of building. | 0% to 10% |
|  | Expansion Capability | 1st Right of Refusal on adjacent space? Multi-tenant bldgs may provide more flexibility than a single-user bldg. | 0% to 5% |
|  | Energy | Cost of energy, efficiency of heating & air conditioning system. | 0% to 5% |
|  | Security | Safety of employees, clients & equipment (exterior lighting, security service, controlled access, fenced parking areas). | 0% to 10% |
|  | Qualifica-  tions | Experience & financial ability to construct or remodel a facility, property mgmt experience. | 0% to 5% |
|  | Parking | Adequate for clients and employees? Delivery area available? | 0% to 10% |
|  | Adjacent Uses | Are surrounding uses professional in nature? Will there be any noise or odor issues? Is the property in a flight pattern? | 0% to 5% |
|  | Employee Access | Is the property easy to access? Is the property close to a major thoroughfare? Will traffic in the area create a problem? | 0% to 10% |
|  | Visibility | Is visibility critical to this operation? | 0% to 3% |
|  | Bus Line | Is the property close to a bus line? | 0% to 5% |
|  | Colocate | Proximity to federal, state, local agencies. | 0% to 3% |
|  | Public Access | Property easy to find? Close to a major thoroughfare? Is traffic in the area a problem? Consider auto and pedestrian access. | 0% to 10% |
|  | Agency | Other special requirements unique to Agency. | 0% to 5% |
|  | Purchase Option | Depending on location and 5-Yr plan, a “No” response might disqualify property from further consideration. | 0% to 10% |
|  | Quality | Are there any incomplete or any inconsistent items? | 0% to 3% |
| TOTALS 100% |  |  | 100% |

# \*Cost should be between 30% to 45% of the total ranking.