

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



REQUEST FOR SPACE (“RFS”)
DGS-RFS-DCHR-BOE & OCF-2017-10

DC Department of Human Resources, Board of Elections & Office of Campaign Finance

The District of Columbia’s Department of General Services is seeking offers for the lease of office space that satisfies the criteria listed below (“Lease”). Responsive offers, among other things, should provide a minimum of 22,000 Rentable Square Feet (“RSF”) and up to 95,000 RSF of space within one or two buildings (details immediately below in Background section). The agencies slated to occupy the proposed space are the DC Department of Human Resources (“DCHR”), Board of Elections (“BOE”) & Office of Campaign Finance (“OCF”). The District prefers contiguous space for each respective agency occupying the building.

Background

The DC Department of Human Services requires 60,000 RSF to 70,000 RSF (Requirement #1). **DCHR** provides human resource management services that strengthen individual and organizational performance and enable the District government to attract, develop and retain a well-qualified, diverse workforce.

The Board of Elections & Office of Campaign Finance combined require 22,000 RSF to 25,000 RSF (Requirement #2). **BOE** is the independent agency of the District government responsible for the administration of elections, ballot access and voter registration. The BOE consists of three active Board members, an Executive Director, a General Counsel and a number of support staff who run the day-to-day operations of the Agency. **OCF** regulates the reporting and disclosure of the financial operations and activities of candidates for local office, political committees, political action committees, independent expenditure committees, and the constituent service and statehood fund programs. Established within the District of Columbia Board of Elections, the OCF administers and enforces the campaign finance laws of the District of Columbia.

Offerors may submit proposals for the entire requirement to house DCHR, BOE & OCF in 82,000 RSF to 95,000 RSF, OR Offerors may propose on either of the two requirements separately (i.e. proposal for DCHR (Requirement #1) or a proposal for BOE & OCF combined (Requirement #2). It is preferred that DCHR be located on contiguous floors within a single building and that BOE & OCF be located on one floor or contiguous floors if more than one floor is required.

Evaluation Criteria

The Evaluation Criteria are as follows:

- A. Agency Operation
- B. Rental Rate and Rent Structure
- C. Location

Submission Instructions

Offerors shall submit their proposals by responding to or accepting each of the terms included under the Evaluation Criteria in the order and format presented below. Please clearly state any exceptions or substitute language to any of the terms listed below.

A. Agency Operation – To be evaluated based on the suitability of space to meet the operational needs of DCHR and / or BOE & OCF.

Tenant: The District of Columbia, a municipal corporation, acting by and through its Department of General Services (the “District”).

The District agencies initially occupying the premises will be DCHR, BOE & OCF. The District retains the right to change occupying agencies without such substitution constituting a sublet of the Premises or an assignment of the Lease, or otherwise requiring Offeror’s consent.

Building: Please provide building name and address and the following:

- Description of building systems, including HVAC system servicing the space, its capacity and additional capacity available within the building;
- Description of building’s security and access control (preference will be given to buildings with lobby level security and controlled access to the Premises);
- Detailed description of maintenance and cleaning;
- Description of current recycling programs;
- Description of any amenities the building has such as a gym or restaurant;
- Description of energy efficiency programs and equipment;
- Statement as to ADA compliance; and
- Description of any renovations planned for the building,

including timeline.

Landlord:

Please provide ownership information including:

- Evidence of control of property and timely availability of the Premises;
- Management structure; and
- Evidence of Offeror's wherewithal to fund ongoing building operations, a tenant improvement allowance and, if applicable, other Premises improvements.

Lenders:

Please provide a detailed description of any lenders with financing associated with the building and any liens and/or ground leases that may or will encumber the building.

Premises:

Please propose from 22,000 RSF up to 95,000 RSF of space to accommodate a DCHR and / or BOE & OCF (it is preferred that DCHR be on contiguous floors and that BOE & OCF be on one floor or contiguous floors if more than one floor is required). Please provide the following:

- Floor plans delineating specific floor and square footage;
- Description of the condition of space;
- Common area factor; and
- Offeror's agreement to utilize BOMA standard of measurement for the building and Premises.

Please note that:

- Offered space must meet the District's requirements for fire, safety, handicapped accessibility, and sustainability.

Test Fit:

Within 10 business days after the submission due date, the District will notify Offerors whose proposals have been short listed by the District for purposes of building tours. After the building tours are complete, the District shall deliver programming requirements to such Offerors and, within 10 business days, each such Offeror shall, at its sole cost and expense, without any reimbursement from the District: provide one test fit for the Premises based upon the programming requirements provided by the District, which shall include one (1)

revision to the test fit, together with the architect's detailed pricing notes.

Lease Term: Ten (10) years.

Option Term: The District requests an option to extend the term for one (1) additional period of five (5) years.

Rent Commencement Date: The District shall commence paying rent when the Premises is delivered to the District with any work to be performed by the Offeror completed, as evidenced by a certificate of occupancy. Please confirm Offeror can deliver the substantially completed Premises as early as October 1, 2017 and no later than December 15, 2017.

Use: Primarily administrative office and any other lawful use.

Amenities: Please describe the amenities or special services that will be available in your building (deli, building conference rooms, teleconferencing, health club, security escort services, day care, etc.)

Assignment/Subletting: Please confirm the District shall have the right, subject to Offeror's consent, which consent shall not be unreasonably withheld, conditioned or delayed, to assign the Lease or sublease all or any portion of the Premises.

Building Hours: Required building hours are 7:00 am to 6:00 pm, Monday through Friday; and 9:00 am to 2:00 pm on Saturday. However, the District's employees shall require 24-hour Premises access for 52 weeks per year. BOE will require extended hours from 7:00 am to 11:00 pm for 12 weeks each year during the election cycles (election cycles are subject to change each year).

The District shall have the right to utilize Offeror's card access system to the building and building elevators and shall be provided with a sufficient number of access cards for each District employee.

Parking: Please reference the availability and type of parking (i.e.

structured vs. service and reserved). DCHR requests 55 parking spaces and BOE & OCF request 18 parking spaces for a total of 73 parking spaces for both Requirement #1 and Requirement #2. Please provide the cost per parking space on a monthly basis, including any scheduled escalations in cost.

Tenant Improvement Allowance:

The District requires a Tenant Improvement Allowance (“TIA”) of at least \$110.00 per RSF. The District requires a non-restrictive TIA. Specifically, the District may use its allowance for hard and soft construction costs, IT, FF&E, specific electronic equipment and relocation services. The District may require the Offeror to contract for the build-out of the space.

If the District requires that the Offeror build-out the Premises, the Lease shall include a Work Exhibit. In such event, the TIA thereunder shall be subject to the requirements of D.C Code Section 2-218.46 regarding the use of Small Business Enterprises and Certified Business Enterprises (as such term is defined under D.C. Code Section 2-218.02), provided that 50% SBE/CBE participation shall be required (rather than 35%). The Work Exhibit shall set forth the foregoing requirement.

Brokerage:

Savills Studley, Inc. is recognized as the exclusive broker representing the District in this proposed transaction. Upon execution of a Lease with the District, Landlord shall compensate Savills Studley, Inc. with a commission equivalent to 3.0% of the Lease value based on the Annual Rent (as defined below) over the initial Lease Term.

Section B. Rental Rate and Rent Structure – To be evaluated in context of the overall value to the District and the competitiveness relative to market, considering such factors as condition of space, efficiency of space, proposed TIA and flexibility in the utilization of the TIA, rental abatement period, escalations, etc. Rent structure should be submitted based on the following proposed structure. The terms below are based on RSF.

Net Rent:

Escalations will be allowed on the Net Rent only. Do not include any escalation on the Annual Rent (as hereinafter defined).

Operating Expenses:

The Annual Rent for the first year shall include operating expenses (OpEx). OpEx is subject to annual escalations according to changes in the Consumer Price Index (CPI). The amount of the OpEx for the first

year proposed by Offeror will be subject to verification by the District and may be subject to revision prior to Lease execution.

Real Estate Taxes: The Annual Rent for the first Lease year shall include the “Real Estate Tax Base,” which shall be equal to the District’s proportionate share of real estate taxes for the building for such first year.

Commencing on the anniversary of the first Lease year, the District will owe its proportionate share of real estate taxes for the building that exceeds the Real Estate Tax Base. The Real Estate Tax Base will be subject to verification by the District and the amount may be subject to revision prior to Lease execution.

Tenant Improvement Allowance Amortization: Annual Rent shall include TIA amortized over the initial Lease Term .

Annual Rent: Total of all of the above factors. Please provide an aggressive, market sensitive rent proposal (**including concessions such as rent abatement**). Please use a full service gross rental structure.

Below is an **EXAMPLE ONLY** of how the proposed rent structure should be presented:

| | |
|---|--------------------|
| Net Rent | \$15.00 |
| Operating Expenses | \$10.00 |
| Real Estate Tax Base | \$ 9.00 |
| TIA Amortization | <u>\$11.00</u> |
| Annual Rent for first Lease year | \$45.00 RSF |

C: Location – To be evaluated based on the location’s accessibility to the constituents it serves.

Proximity to Public Transit/Preferred Locations: Briefly describe the proximity (distance to the access point of the building) and accessibility to multiple modes of public transportation, including color of metro train line and major highway/freeway access proximate to the building. A preference will be given to buildings within one to three blocks of a Metro rail station. Centralized locations such as Judiciary Square, NOMA, East End, CBD, Mt. Vernon Square, Capitol River Front and Southwest are preferred.

Submission Format and Due Date

Please provide one (1) hard copy and two (2) electronic copies in Microsoft Word and PDF on a USB flash drive labeled **DC Department of Human Resources, Board of Elections & Office of Campaign Finance, or DC Department of Human Resources (only Requirement #1), or Board of Elections & Office of Campaign Finance (only Requirement #2)**. The offers shall be written in 12-point font size on 8.5" x 11" paper. Offers must also include **signed** DC DGS FORM S-103. Note the link to this form is:

http://dgs.dc.gov/sites/default/files/dc/sites/dgs/publication/attachments/DC%20DGS%20Form%20S%20103%20-%20Conditions%20Applying%20to%20Solicitation%20and%20Offerors%20Acknowledgement_0.doc

Addendum: If it becomes necessary to revise any part of this RFS or if additional data is necessary to enable interpretation of provisions of this RFS, such revisions or additional data will be made available online.

Offers must be hand delivered to:

Department of General Services
ATTENTION: Mattie Rogers
REFERENCE: DGS-RFS-DCHR-BOE & OCF-2017-10
2000 14th Street, NW - 8th Floor
Washington, DC 20009
No phone calls please.

Any matters that are not addressed in this RFS and that would further distinguish the building from other competing buildings should be addressed in your response.

Electronic mail and facsimile Offers **will not** be accepted. Each Offer shall be submitted in a sealed envelope conspicuously marked: **"Offer in Response to DGS-RFS-DCHR-BOE & OCF-2017-10."** Offers **must be** submitted to DGS with all required information and documentation by **3:00 pm on January 30, 2017** in order to be considered.

This Request for Space shall not be considered an offer to lease and DGS reserves the right to withdraw this Request for Space at any time.