

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



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REQUEST FOR SPACE  
DGS-RFS-DMPED-2014-08  
THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT

The District of Columbia's Department of General Services (DGS) is seeking offers for office space that satisfy the criteria expressed in this Request for Space ("RFS"). Responsive offers must, among other things, provide space that is within one building and contiguous on a single floor. Two divisions from the Office of the Deputy Mayor for Planning and Economic Development (DMPED) will relocate from the space they currently occupy at Waterfront Station. The **District of Columbia Revenue Bond Program** and the **New Communities Initiative - Human Capital** are the offices designated to relocate.

**Background**

The DMPED's mission is to execute the Mayor's economic development strategy, which is to encourage growth and investments across the District. The **District of Columbia Revenue Bond Program (Bond Office)** provides market interest rate loans to help lower cost of funds available for capital projects. These bonds are used to finance a wide variety of projects covering: housing and commercial development; the District's primary trade sectors – education, health care, sports and entertainment, and tourism; as well as, initiatives for industrial and manufacturing related businesses. **The New Communities Initiative (NCI)** is a District direct services program designed to revitalize severely distressed subsidized housing, and redevelop neighborhoods into vibrant mixed-income communities. NCI Human Capital focuses on delivering supportive services to residents that help households achieve self-sufficiency.

The District partners with service providers that administer comprehensive case management services to New Communities' residents. Health and wellness, life skills, and financial literacy are among the robust services that are offered to NCI Human Capital constituents.

With respect to space utilization, the Bond Office and NCI Human Capital, are primarily administrative organizations. The typical constituent visiting the organizations are for-profit and social entrepreneurs, project partners, and grant recipients.

Thank you in advance for your consideration and participation in the RFS process. Continue to access the official DGS website at <http://dgs.dc.gov> for additional information and updates related to this Request for Offers.

Department of General Services  
Portfolio Division

### I. Criteria for Evaluation

Offers will be evaluated, based on the Selection Criteria provided within this RFS. In addition, the District's requirements are as follows:

#### **Section A. Agency Operation**

- Space: Approximately 9,000 rentable square feet (rsf) of contiguous floor area.
- Test Fit: The actual size of the space will be based on a test fit, completed at the Property Owner's ("Owners") expense.
- Term: Ten (10) year term, with one option for five (5) year duration.
- Use: Administrative offices and space for direct programs
- Access: Commission staff requires access to the premises after normal business hours on a limited basis. District building hours for leased premises are 7:00 am to 7:00 pm Monday through Friday, and 9:00 am to 2:00 pm on Saturdays.
- Parking: Minimum of two (2) parking spaces, up to one (1) parking space per 1,400 square feet of rentable square feet.
- Tenant Improvements: The District requires a Tenant Improvement Allowance (TIA) of \$110.00 per rsf.

#### **Section B. Rate**

- Net Rent: Escalations, if agreed to by the District, will be allowed on the net rent only. Do not include any escalation on the Annual Rent.
- Operating Costs: The amount of Annual Rent for the first year shall include Operating Expenses (OpEx). OpEx are subject to annual escalations according to changes in the Consumer Price Index (CPI). The amount of the first year OpEx will be verified by the District and the amount revised prior to lease execution.
- Real Estate Taxes: The Annual Rent shall include: the Real Estate Tax Base, which is based upon the real property, and Business Improvement District (BID) taxes (the Real Estate Taxes) for the building or the portion of the building occupied by the District.
- Commencing on the anniversary of the first lease year, the District will owe its proportionate share of Real Estate Taxes that exceeds the Real Estate Tax Base. The Real Estate Tax Base will be verified by the District and the amount revised prior to lease execution.
- Tenant Improvement Amortization: The annual amount of the amortized Tenant Improvement Allowance ("TIA") over the term of the lease. TIA will cover construction, A/E services, programming relocation, FF&E and technology costs. Flexibility in the utilization of TIA is paramount.
- Total ("Annual Rent") Total of all of the above factors

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

Net Rent	\$11.50
Operating Expenses	\$ 8.00
Real Estate Taxes	\$ 8.00
TI Amortization	<u>\$ 8.00</u>
<b>Annual Rent</b>	<b>\$35.00</b>

<b>Section C. Location</b>
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Delineated Area: Within 1500 feet from at least one of the exits at the Navy Yard Metro Station (between the 000 and 200 blocks of M Street, SE).

<b>Section D. Delivery Dates</b>
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Delivery: April 1, 2015

<b>Section E. Sustainability</b>
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LEED Certification: Building (a) must have received, at minimum: a) U.S. Green Building Council (USGBC) Core & Shell (CS), New Construction & Major Renovations (NC) Certification, or Existing Building Operations and Maintenance (EBOM); or (b) Offers must include a feasibility statement for LEED Commercial Interior (CI), Core and Shell (CS), or New Construction (NC), Existing Building Operations and Maintenance.

## **II. Selection Criteria**

The District will evaluate the respective proposals based on their responses to the questions listed below; which also coincide with its requirements listed in Sections A through E.

- A. Is the space suitable to meet the operational needs of the agency?
- B. Is the proposed Annual Rental Rate competitive according to current market conditions? Rental rates will be considered on the structure proposed above in Section B. The terms should be based on rentable square feet.
- C. Does the proposed site provide an easily accessible location for all citizens that it serves? What is the proximity and accessibility to multiple modes of public transportation?
- D. What is the proposed project schedule? How quickly the space will be available?
- E. What are the sustainability awards; designations and/or features offered at the specific site?

### III. Submission Requirements

In your response to this RSF please include the following:

- Building name and address;
- Ownership information, including proof of proper corporate status in DC (Certification of Good Standing)
- Contact information and e-mail address for owner's representative;
- Floor plans delineating specific floors and square footage on each;
- Description of any amenities the building has such as a gym or restaurant;
- Description of the condition of space;
- Description of any proposed building renovations;
- Description of current recycling programs;
- Description of energy efficiency programs and equipment;
- Common area factor; and
- Evidence of control of property and timely availability of the space.

### IV. Submission Format and Due Date

Please provide five (5) hard copies of the written offers in 11-point font size on 8.5"x 11" paper. Offers must also include **signed** DC DGS FORM S-103 attached to this RFS. Offers must be hand delivered to:

**Department of General Services**

**ATTENTION: S.E. Ponds**

REFERENCE: DGS-RFS-DMPED-2014-08

2000 14<sup>th</sup> Street, NW - 8<sup>th</sup> Floor

Washington, DC 20009

***No phone calls please.***

Electronic and facsimile Offers will not be accepted. Each Offer shall be submitted in a sealed envelope conspicuously marked: **"Offer in Response to DGS-RFS-DMPED- 2014-08"**

Offers must be submitted to DGS with all required supplemental information and documentation, by **3:00 pm, Thursday, September 25, 2014**, else the offer will not be considered.

Submission finalists will be notified within 30 days after the submission deadline listed above. Further, within 14 days of receiving notification, respective finalists' will be required to host a tour of their proposed site. At the time of the tours, the District will distribute a list of key issues that are pertinent to the Agency and the District's requirements for completing the lease negotiations process. Notification of the Review Panel's selection will occur within 30 days after completing the site tours.

*This Solicitation for Offers shall not be considered an offer to lease and DGS reserves the right to withdraw this solicitation at any time.*