



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES (DGS)**

**REQUEST FOR SPACE (“RFS”)  
DGS-RFS-2013-03**

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**Department of Health Immunization Clinic**

The District of Columbia’s Department of General Services (DGS) is seeking offers of buildings or space that satisfy the following criteria. Offered space must be contiguous within the building. The initial occupying agency for the space is the Department of Health Immunization Clinic.

The Community Health Administration (CHA), and the Child, Adolescent and School Health Bureau’s (CASHB) mission is to reduce the health risks among children and adolescents by bringing together programs and organizations that serve children and adolescents throughout the District of Columbia and providing education, support and resources to improve and promote optimal health and quality of life for all District of Columbia children and adolescents. Programs include the following:

- Immunization Program
- Children and Youth with Special Health Care Needs (CYSHCN)
- Childhood Obesity
- School-Based Oral Health Program
- School Health Nursing Program

**Space Requirements**

- **Space Requirement:** Approximately 15,000 Rentable Square Feet (RSF) – actual size will be based on final programming.
- **Term:** 10 year term, with one 5-year option
- **Delivery:** September, 2013
- **Use:** CASHB Immunization Program
- **Delineated Area:** District Wide
- **Vaccination Storage:** DGS will require the Offeror, at Offeror’s sole cost and expense, to upgrade power in one room of the premises for vaccination storage. DOH maintains 10 pharmaceutical storage refrigerators that are each on a dedicated circuit with 30 AMP outlets.
- **Generator:** A backup generator will need to be installed to provide uninterrupted power to the refrigeration units. DGS will require the Offeror install the necessary connection for the building to accommodate a generator. Offeror is not required to provide the actual generator. A specific

scope of work will be defined as part of the lease. All of the foregoing work will be in addition to the Tenant Allowance. Offeror will also need to provide an area suitable to house the generator.

- **Access:** Department of Health staff may require accessibility to the premises after normal business hours on a limited basis.
- **Parking:** Dedicated parking for a minimum of 15 vehicles.
- **Tenant Allowance:** The District requires a \$75.00 PSF TI Allowance.
- **Building Hours:** Minimum building hours are 7 am to 7 pm Monday through Saturday.
- **Test Fit:** Offeror is required to provide a test fit, at offeror's sole expense, based on programming data provided by DGS.

### **Rent Structure**

Rental consideration should be based on the following proposed structure (per RSF):

Net Rent	Escalations, if agreed to by the District, will be allowed on the net rent only. <u>Do not include</u> any escalation on the Annual Rent.
Operating Costs	The amount included in the Annual Rent for the first year Operating Costs. Operating Costs are subject to annual escalations according to changes in the Consumer Price Index (CPI). First year Operating Costs to be verified by the District and the figure revised accordingly prior to lease execution.
Real Estate Taxes	The amount included in the Annual Rent for 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 portion of the building occupied by the District. Commencing on the anniversary of the first lease year, District will owe its proportionate share of Real Estate Taxes for the Building above the Real Estate Tax Base. The Real Estate Tax Base will be verified by the District and the figure revised accordingly 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 above categories.

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

Net Rent	\$11.50
Operating Costs	\$ 8.00
Real Estate Taxes	\$ 8.00
TI Amortization	\$ 7.50
Total (“Annual Rent”)	\$35.00

### **Sustainability**

- **LEED Certification:** Building (a) has received, at minimum, U.S. Green Building Council (USGBC) Core & Shell (CS) or New Construction & Major Renovations (NC) Certification; or (b) Offers include a feasibility statement for LEED Commercial Interior (CI), Core and Shell (CS), or New Construction (NC).
- **Energy Star:** Building has an ENERGY STAR rating of 75 or above. If building is not ENERGY STAR rated above 75, Offeror agrees to achieve an ENERGY STAR rating of 75 or above within 12 months of the lease's commencement date.

### **Additional Submission Requirements**

In addition to the information above, please include the following:

- 1) Building name and address
- 2) Offeror information including proof of registration in DC
- 3) Contact information and e-mail address for Offeror’s representative
- 4) Floor plans delineating specific floors and square footage on each
- 5) Describe any amenities the building has such as a gym or restaurant
- 6) Describe the condition of space
- 7) Describe any proposed building renovations
- 8) Describe current recycling programs
- 9) Describe energy efficiency programs and equipment
- 10) Common area factor
- 11) Evidence of control of property and availability of the space for immediate use

### **Criteria for Evaluation:**

Offers will be evaluated based on the criteria listed above. In addition, the District will consider the following:

**Agency Operation:** Is the space suitable to meet the operational needs of the agency?

**Rate:** Is the proposed Annual Rental Rate competitive according to current market conditions?

**Location:** Does the proposed site provide an easily accessible location for all citizens that it serves?

**Delivery Dates:** How quickly will the space will be available?

**Sustainability:** Does the proposed site meet the sustainability requirements?

**Submission Format and Due Date:**

Please provide three (3) hard copies of the written offers in 12-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: Regina Payton**  
REFERENCE: **DGS-RFS-2013-3**  
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-2013-3"**

Offers, with all required supplemental information and documentation, must be submitted to DGS by **May 3, 2013.** to be considered.

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