

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



**REQUEST FOR SPACE (“RFS”)**

**DGS-RFS-2012-04**

**District of Columbia Public Library**

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 District of Columbia Public Library (DCPL).

Specific/special requirements include:

- **Space Requirement:** Approximately 5,000 Rentable Square Feet (RSF) – actual size will be based on final programming.
- **Term:** 2 year term, with three 6 month options
- **Delivery:** March 31, 2013
- **Use:** Full Service Branch Public Library for the District of Columbia
- **Delineated Area:** Space located in Ward 5 within a 1 mile radius of 1801 Hamlin Street NE Washington DC (location of existing Woodridge Neighborhood Library). District of Columbia Public Library requires easy access for the public.
- **Access:** District of Columbia Public Library will require unlimited access to the premises.
- **Rent:** Rent should be proposed based on Full Service structure to include all Operating Expenses and Real Estate Taxes. The District shall pay for electricity directly through the service provider.

**Additional Lease Requirements**

- **LEED Certification-** Preference will be given to buildings that, at minimum, include U.S. Green Building Council (USGBC) Core & Shell (CS) or New Construction & Major Renovations (NC) Certification; or (a) Offers must include a feasibility statement for LEED Commercial Interior (CI), Core and Shell (CS), or New Construction (NC)
- **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 its sole expense, based on programming data provided by DGS, as an explicit lease provision.

### **Additional Submission Requirements**

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

- 1) Building name and address
- 2) Ownership information including proof of registration in DC
- 3) Contact information and e-mail address for owner's representative
- 4) Floor plans delineating area & Square Feet offered
- 5) Describe the condition of space
- 6) Describe any proposed building renovations
- 7) Describe current recycling programs
- 8) Describe energy efficiency programs and equipment
- 9) Common area factor

### **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 the space will be available?

### **Submission Format and Due Date:**

Please provide five (5) 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: Mattie Rogers**  
REFERENCE: **DGS-RFS-2012-4**  
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-2012-04"**

Offers, with all required supplemental information and documentation, must be submitted to DGS by **August 31, 2012**, 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.*





