

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



REQUEST FOR SPACE (“RFS”)

DGS-RFS-2012-03

Office of Police Complaints

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 Office of Police Complaints.

**About Office of Police Complaints**

The Office of Police Complaints (OPC) and its governing body, the Police Complaints Board (PCB), were created by statute in 1999, and OPC opened to the public on January 8, 2001. The agency is independent of the Metropolitan Police Department (MPD), the District of Columbia’s 3,800-member police force, and the D.C. Housing Authority Police Department (DCHAPD), the Housing Authority’s 75-member police force. OPC’s mission is to receive, investigate, and resolve in police misconduct complaints filed by the public against MPD and DCHAPD officers. OPC’s primary activities are investigative, and administrative in nature.

Specific/special requirements include:

- **Space Requirement:** Approximately 10,000 Rentable Square Feet (RSF) – actual size will be based on final programming.
- **Term:** 10 year term, with one 5-year option
- **Delivery:** January 31, 2013
- **Use:** Headquarters for the Office of Police Complaints
- **Delineated Area:** Space located in Ward 2 or 6, (Downtown DC Central Business District or the Benning Road/ H Street corridor) and within a 1,500 ft. radius of one of the following Metro Subway Stations: (McPherson Square, Farragut North or Metro Center) or (H Street Corridor proposed Streetcar stop). Office of Police Complaints requires easy access for the public.
- **Access:** Office of Police Complaints staff may require accessibility to the premises after normal business hours on a limited basis.
- **Parking:** Dedicated parking for a minimum of 5 vehicles.
- **TI:** The District requires a \$75.00 PSF TI Allowance.

## 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	<u>\$7.50</u>
Total ("Annual Rent")	\$35.00

### Additional Lease Requirements

- **LEED Certification-**: Building (a) must have received, at minimum, U.S. Green Building Council (USGBC) Core & Shell (CS) or New Construction & Major Renovations (NC) Certification; or (b) 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 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 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-2012-03**  
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-2012-03"**

Offers, with all required supplemental information and documentation, must be submitted to DGS by **June 29, 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.*





