

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE EXTENSION OF A COMPETITIVELY AWARD CONTRACT
BEYOND FIVE YEARS**

CAPTION: Brokerage Services

AGENCY: Department of General Services

CONTRACT NO.: DCAM-22-NC-SS-0017

CONTRACTOR: Savills, Inc.

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR Chapter 13 1304.1, 1700, 1701, 2005.2(b)

2. MINIMUM NEED:

The Department of General Services (the “Department” or “DGS”) has an urgent need for Savills, Inc. (the “Contractor”) to continue providing brokerage services for an additional period of up-to twelve (12)-months, from October 1, 2022 through September 30, 2023. This additional period will allow the Contractor to complete the seven (7) lease and purchase projects (listed below in item no. 4). This additional time will assure the avoidance of any disruption to critical facility operation services during the impending period while a new solicitation for these services is procured following scope changes.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The Contractor shall request a fixed commission rate of up to 4% from the landlord (or seller, if applicable) for all office, residential and retail transactions. The Contractor shall be paid a fixed commission rate based on the size of the transaction and as follows: 3.1% for all office, residential and retail transactions 100,000 square feet (SF) and less (and all warehouse and school transactions), 2.1% for office, residential and retail transactions between 100,001 and 200,000 SF and 1.85% for office, residential and retail transactions over 200,001 SF. For all transactions, all commission dollars paid by a Landlord above the applicable fixed commission rate per the foregoing sentence shall be credited by the landlord to the District under the applicable lease in the form of additional rental

abatement, tenant improvement allowance, or project management credit, at the District’s discretion and direction.

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

DGS is responsible for the management of the District of Columbia’s portfolio of owned and leased commercial property. The current office lease portfolio is approximately 4,402,330 square feet. The balance of the land, warehouse, clinic, housing, and parking portfolio is 852,094 SF; this includes 98 properties. Presently DGS is engaged in 7 lease and purchase projects brought about by expiring leases and the many demands for expanding services of the District government. DGS employs a proactive approach to address small leases 18 months or more prior to expiration, 24-30 months prior to medium size leases expiration and 4+ years prior to large leases requiring new development. This ensures DGS has adequate time to assess agency’s needs, the markets and leverage the best economics to the benefit of the District and the constituents it serves.

Savills Inc. has assisted DGS on lease and purchase engagements for the past 8 years and remains a valuable member of the DGS team. Their services are instrumental in DGS completing their work effectively and on a timely basis. Savills is actively assisting DGS with the seven (7) active engagements summarized below. Due to the critical nature of and timing implications of many of these engagements it is this agency’s recommendation that the Department’s Office of Contracts and Procurement extend the current Contract with Savills for a period of one year. The sole source extension of the current Contract will be in effect from October 1, 2022, to September 30, 2023, allowing Savills to wrap-up final lease negotiations they are actively pursuing.

Agency: Current Location: Approximate Size:	Department of Human Services Non-Congregate Housing N/A 2,500 – 5,000 SF office, approximately 100 units, support facilities
Agency: Current Location: Approximate Size:	Department of Energy & Environment (DOEE) 1200 First Street NE Washington, DC 20002 25,000 – 35,000 SF
Agency: Current Location: Approximate Size:	District of Columbia Board of Elections (DCBOE) 1015 Half St. SE Suite 750 Washington DC 200003 7,500 to 8,500 SF
Agency: Current Location: Approximate Size:	Metropolitan Police Department (Cadet Corp) DC Village 15,000 SF
Agency: Current Location: Approximate Size:	District of Columbia Public Schools (DCPS) New locations in Wards 3 & 4 TBD
Agency: Current Location: Approximate Size:	District Department of Transportation (DDOT) New location (Exxon Site in Georgetown) 24,000 SF of land
Agency: Current Location: Approximate Size:	DMV 2300 Washington Place 10,000 – 14,000 SF



5. CERTIFICATION BY THE PORTFOLIO ASSOCIATE DIRECTOR:

I have reviewed the above findings and certify to the best of my knowledge and belief, all statements are true, correct, and complete and that the information given herein is true and accurate to the best of my knowledge and belief.

Date

Tiwana Hicks
Associate Director, Portfolio Management

6. CERTIFICATION BY THE CONTRACTING OFFICER:

I have reviewed the above findings and certify to the best of my knowledge and belief, all statements are true, correct, and complete and that the information given herein is true and accurate to the best of my knowledge and belief.

Date

Domonique L. Banks
Supervisory Contract Specialist
Contracting Officer, Goods and Services

7. CERTIFICATION BY THE CHIEF OF CONTRACTS AND PROCUREMENT:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the sole source notice of Intent to Award a Sole Source Contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that no response was received. As the Chief of Contracts and Procurement at the Department of General Services, I approve the use of the sole source procurement method for this requirement.

Date

George. G. Lewis, CPPO
Chief of Contracts and Procurement
Chief Procurement Officer

