



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



REQUEST FOR SPACE (“RFS”)
DGS-RFS-DCFEMS-2025-04

Fire and Emergency Medical Services

The District of Columbia’s Department of General Services (“DGS”) is seeking offers for commercial office space that could serve as a location for the Health & Safety Division – Behavioral Health Administrator. The District will consider lease options with a preference for lease structures that include existing FF&E in place. The DC Fire and Emergency Medical Services (FEMS) is the agency identified to initially occupy the proposed space.

Background

The core mission of **FEMS** is to preserve life and promote health and safety through excellent pre-hospital treatment and transportation, fire prevention, fire suppression and rescue activities and homeland security awareness. The members of the Department often are exposed to both physical and emotional trauma as part of their day-to-day service to the communities that they serve. The emotional/mental challenges that the Departments members face were acutely highlighted in the response to the midair collision at Regan National Airport.

The Health & Safety Division of the Department is responsible for addressing the physical and mental health of its members. This RFS is to provide commercial office space within for the Behavioral Health Administer, whose job it is to address the mental health of the membership of the Department.

The respondents can submit a proposal for the turnkey lease of existing office space with FF&E based on the program of requirements described in the Premises section below. The goal of this RFS is to identify office space to serve as the NEW Behavioral Health Office in a location that is in close proximity to the FEMS Headquarters located at 899 North Capitol Street, NE, within the NoMa neighborhood.

Evaluation Criteria

The Evaluation Criteria are as follows:

- A. A solution that satisfies the Agency’s location criteria
- B. A facility that serves the Agency’s operations

C. Rental Rate and Rent Structure

Submission Instructions

Offerors shall submit their proposals by responding to or accepting each of the terms included under the Evaluation Criteria in the order and format presented below. Please clearly state any exceptions or substitute language to any of the terms listed below.

Section A. Agency Operation – To be evaluated based on the suitability of space to meet the operational needs of DCFEMS.

Purchaser / Tenant: The District of Columbia, a municipal corporation, acting by and through its Department of General Services (the “District”).

The District of Columbia agency initially occupying the Premises will be DCFEMS. The District retains the right to change occupying agencies without such substitution constituting a sublet of the Premises or an assignment of the Lease or otherwise require Landlord’s consent.

Building / Land: Please provide address and the following:

- Description of the building and/or land (size, location, and zoning)
- Description of any existing improvements and FF&E.
- Availability of secure parking spaces for employees/guests.
- Points of vehicular access to the site

Seller / Landlord: Please provide ownership information including:

- Evidence of ownership of the property and timely availability of the Building and Premises
- Management structure; and,
- Evidence of Offeror’s wherewithal to fund ongoing building operations, a tenant improvement allowance and, if applicable, other property improvements.

Lenders: Please provide a detailed description of any lenders with financing associated with the building and any liens and/or ground leases that may or will encumber the building.

Premises: Please propose an existing office space that can accommodate the program for FEMS summarized below:

- 1,500 – 1,800 - rentable square feet (“RFS”) of contiguous floor area
 - (1) Reception Area/Desk
 - (1) Kitchenette
 - (1) Conference Room (accommodates meetings of 6 people)
 - (4) Dedicated offices with lockable doors.
 - All areas referenced should be furnished with appropriate FF&E to ensure functional office space/use.

Please provide the following:

- Floor plans delineating specific floors and square footage
- Description/pictures of the existing condition of space

If there are existing tenants in the space proposed, please provide evidence including dates for the existing tenant’s plans to vacate the space.

Test Fit (if applicable): Once Tenant has reduced the options to a short list, Landlord shall, at its sole cost and expense without any reimbursement from Tenant, upon Tenant’s request, provide one test fit for the Premises based upon programming provided by Tenant, which shall include one (1) revision and the architect shall be required to submit detailed pricing notes along with the test-fit.

Section B. Rental Rate and Rent Structure – To be evaluated in the context of the overall value to the District and the competitiveness relative to market. For lease proposals, the District will consider such factors as condition of space, efficiency of space, proposed TIA and flexibility in the utilization of the TIA, rental abatement period, escalations, etc. Rent structure should be submitted based on the following proposed structure.

Lease Term: 1 year (1 year base lease)

Option Term: The District requests an option to extend the term up to four (4) additional option years.

Rent Commencement Date: The District shall commence paying rent when the Premises is delivered to the District with any work to be performed by the Offeror completed to the Premises, Base Building, Parking Areas

and Site, as evidenced by a certificate of occupancy. Please indicate when Offeror can deliver the substantially completed Premises.

Use: Commercial Office space for Behavioral Health Administrator. FEMS requires access to space and associated parking on a 24/7/365 basis. The facility will be utilized for personnel and any other lawful use.

Assignment/Subletting: Please confirm the District shall have the right, subject to Offeror's consent, which consent shall not be unreasonably withheld, conditioned or delayed, to assign the Lease or sublease all or any portion of the Premises.

Building Hours: 7 days a week / 24-hour access / 365 days a year.

Parking: DCFEMS requires between 5 and 20 parking spaces. Please reference the availability. Please provide the number of parking spaces available.

Tenant Improvement Allowance: If space is not turnkey, landlord shall offer a Tenant Improvement Allowance to accommodate the program need.

If the District requires that the Offeror build-out the Premises, the Lease shall include a Work Exhibit. In such event, the TIA thereunder shall be subject to the requirements of D.C Code Section 2-218.46 regarding the use of Small Business Enterprises and Certified Business Enterprises (as such term is defined under D.C. Code Section 2-218.02), provided that 50% SBE/CBE participation shall be required (rather than 35% as included in the current Statute). In addition, all work performed by Offeror's contractor and its trade subcontractors shall comply with the wage and reporting requirements imposed by the Davis-Bacon Act (40 U.S.C. §§ 276a-276a-7) and Title 29 Code of Federal Regulations. The Work Exhibit shall set forth the foregoing requirement.

Operating Expenses: The Annual Rent for the first year shall include operating expenses ("OpEx"). OpEx is subject to annual escalations according to changes in the Consumer Price Index (CPI). The amount of the OpEx for the first year proposed by Offeror will be subject to verification by the District and may be subject to revision prior to Lease execution.

Real Estate Taxes: The Annual Rent for the first Lease year shall include the “Real Estate Tax Base,” which shall be equal to the District’s proportionate share of real estate taxes for the building for such first year.

Commencing on the anniversary of the first Lease year, the District will owe its proportionate share of real estate taxes for the building that exceeds the Real Estate Tax Base. The Real Estate Tax Base will be subject to verification by the District and the amount may be subject to revision prior to Lease execution.

Annual Rent: Shall be equal to the total of all of the above factors. Please provide an aggressive, market sensitive rent proposal **(including concessions such as rent abatement)**. Please use a full-service gross rental structure.

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

Net Rent	\$30.00
Operating Expenses	
Real Estate Tax Base	\$12.00
TIA Amortization	\$ 8.00
Annual Rent for first	<u>TBD</u>
Lease year	\$50.00 per SF plus TIA Amortization

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Section D: Location – To be evaluated based on the location’s accessibility to the constituents it serves.

Proximity to Public Transit/Preferred Locations: The site location must be within close proximity to the FEMS Headquarters located @ 899 North Capitol Street, NE, within the NoMa neighborhood.

Submission Format and Due Date

Please email proposals with the subject of **Response to DGS-RFS-DCFEMS-2025-04 RFS. Please attached a** Microsoft Word and PDF copies of the offers. Offers must also include

signed DC DGS FORM S-103 (attached). Emails should be sent to Scott Clark at scott.clark@dc.gov with cc to Tim Foley at tfoley@savills.us and bquinby@savills.us.

Offers must be submitted to DGS with all required supplemental information and documentation, by 5:00 pm on Friday, December 19, 2025 in order to be considered.

Addendum: If it becomes necessary to revise any part of this RFS or if additional data is necessary to enable interpretation of provisions of this RFS, such revisions or additional data will be made available online.

Any matters that are not addressed in this RFS and that would further distinguish the building from other competing buildings should be addressed in your response.

This Request for Space shall not be considered an offer to lease, and DGS reserves the right to withdraw this Request for Space at any time.