



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



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REQUEST FOR SPACE (“RFS”)  
DGS-RFS- MPD-2022-6  
**MPD Cadet Corps**

The District of Columbia’s Department of General Services (“DGS”) is seeking offers for buildings that can provide a new location for a Metropolitan Police Department Cadet Corps (“MPD”) training center. Responsive offers, among other things, should provide approximately 9,000 SF to 13,000 SF of existing improvements and parking for employees and visitors.

**Background**

The MPD Cadet Corps is a specialized program for 17- to 24-year-old Washingtonians to serve part-time as uniformed, civilian employees. As a member of the Cadet Corps, Cadets will earn a salary, while also taking college courses, and will earn up to 60 tuition-free credits toward a degree – putting them on track to enter MPD’s Police Officer Recruit Program.

The Cadet Corps is a place to learn hands-on about policing while attending the University of the District of Columbia Community College and earn college credits. Cadets will spend part of their time working specific job assignments for MPD while also working toward their degree.

**Evaluation Criteria**

The Evaluation Criteria are as follows:

- A. Serves the Agency’s operations
- B. Rental Rate and Rent Structure consistent with DGS’s typical standards
- C. Location that meets the preferred criteria

**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 the MPD Cadets Corps.

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

The District agency initially occupying the premises will be MPD Cadets Corps. 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 requiring Offeror’s consent.

**Site:** Please provide address and the following:

- Description of the land (size, location and zoning);
- Description of any existing improvements, buildings or infrastructure including area of paved surfaces:
- Points of vehicular access to the site;

**Landlord:** Please provide ownership information including:

- Evidence of control of property and timely availability of the Building and Premises (if offeror does not currently own the property please provide evidence of site control and timing and all contingencies (if any) for closing);
- Management structure; and
- Evidence of Offeror’s wherewithal to fund development (where appropriate) 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 approximately 9,000 to 13,000 SF to accommodate the following:

- 9 office spaces
- 4 cubicles (this combination could shift and more cubicles, less offices is possible)
- 3-4 classrooms capable of seating 25 students
- Optional – Gymnasium capabilities, locker room facilities

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:** After thorough analysis of all proposals, the District will notify Offerors whose proposals have been short listed by the District for purposes of building/property tours. After the building/property tours are complete, the District shall deliver programming requirements to such Offerors and each such Offeror shall, at its sole cost and expense, without any reimbursement from the District, provide \$0.15/RSF in funding for and deliver one test fit for the Premises based upon the programming requirements provided by the District, which shall include two (2) revisions to the test fit, together with the architect's detailed pricing notes. The architect selected by each Offeror shall be subject to the District's prior approval.

**Lease Term:** Ten (10) to fifteen (15) years.

**Option Term:** The District requests an option to extend the term for one (1) additional period of five (5) 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 confirm Offeror can deliver the substantially completed Premises by the beginning of 4<sup>th</sup> quarter 2022.

**Use:** MPD Cadets Corps 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:** Required building hours are 7:00 am to 6:00 pm, Monday through Friday; and 9:00 am to 2:00 pm on Saturday. However, the District's employees shall require 24-hour Premises access for 52 weeks per year.

The District shall have the right to design the appropriate card access system for the Building or utilize Offeror's base building card access system to the building and building elevators and shall be provided with a sufficient number of access cards for each District employee.

**Parking:** Please reference the availability and type of parking (i.e. structured vs. service). The District will require approximately 5 employee parking spaces and would ideally have an additional 15 to 20 parking spaces for its visitors. Please offer the District a competitive parking ratio for the building. Please provide the cost per parking space on a monthly basis, including any scheduled escalations in cost.

**Tenant Improvement Allowance:** The District requires a Tenant Improvement Allowance (“TIA”) of at least \$155.00 per RSF. The District requires a non- restrictive TIA. Specifically, the District may use its allowance for hard and soft construction costs, IT, FF&E, specific electronic equipment and relocation services. The District may require the Offeror to contract for the build-out of the space.

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). The Work Exhibit shall set forth the foregoing requirement.

**Brokerage:** Savills, Inc. (“Savills”) is recognized as the exclusive broker representing the District in this proposed transaction. Upon execution of a Lease with the District, Landlord shall compensate Savills with a commission equivalent to 4.0% of the Lease value based on the Annual Rent (as defined below) over the initial Lease Term.

**Section B. Rental Rate and Rent Structure** – To be evaluated in context of the overall value to the District and the competitiveness relative to market, considering 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. The terms below are based on RSF.

**Net Rent / Ground Rent:** Escalations will be allowed on the Net Rent only. Do not include any escalation on the Annual Rent (as hereinafter defined).

**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.

**Tenant Improvement Allowance Amortization:** Annual Rent shall include TIA amortized over the initial Lease Term. Please provide an interest rate at which all Tenant Improvements will be amortized at over the term of the Lease.

**Annual Rent:** 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                                | \$15.00            |
| Operating Expenses                      | \$10.00            |
| Real Estate Tax Base                    | \$ 9.00            |
| TIA Amortization                        | <u>\$15.50</u>     |
| <b>Annual Rent for first Lease year</b> | <b>\$49.50 RSF</b> |

**Section C: Location** – To be evaluated based on the location’s accessibility to the constituents it serves. A preference shall be given to properties within the District of Columbia.

**Proximity to Public Transit/Preferred Locations:** All four quadrants of the District of Columbia will be considered. There is a preference for locations within 1 to 4 blocks of a Metro train station. An additional preference will be given to options within close proximity of a Metro Bus stop

that connects directly to a Metro train station. Please briefly describe the proximity (distance to the access point of the Building) and accessibility to multiple modes of public transportation including color of Metro train station and major highway / freeway access proximate to the Building.

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

Please submit proposals by email to [dawit.beru@dc.gov](mailto:dawit.beru@dc.gov) and cc [tfoley@savills.us](mailto:tfoley@savills.us). Please include a Microsoft Word and PDF version of the proposal as an attachment and include in the subject line **DC MPD RFS**. The offers shall be written in 12-point font size on 8.5" x 11" paper. Offers must also include **signed** DC DGS FORM S-103 (attached).

Please include in the body of the email "**Offer in Response to DGS-RFS-MPD-2022-6.**" Offers will be received and considered on a rolling and this solicitation shall remain open until the District has awarded a contract which satisfies the entirety of this requirement.

**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.***