

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



REQUEST FOR SPACE (“RFS”)
DGS-RFS-OSSE-2018-01

Office of State Superintendent of Education: Strong Start

The District of Columbia’s Department of General Services (“DGS”) is seeking offers for a ground level office or retail space that satisfies the criteria listed below. Responsive offers, among other things, should provide space that is within one building and contiguous on one floor. The Office of the State Superintendent of Education is the agency identified to initially occupy the proposed space.

Background

The Office of the State Superintendent of Education (“OSSE”) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE serves as the District’s liaison to the U.S. Department of Education, and works closely with the District’s traditional public and charter schools.

Strong Start DC Early Intervention Program (“Strong Start”) is the program designated for the new site. Strong Start is a city-wide, comprehensive, coordinated, multidisciplinary program that provides early intervention assessments. Strong Start also administers therapeutic services for infants and toddlers identified with disabilities and developmental delays, and deploys support services for their families. The federal Individuals with Disabilities Education Act (IDEA), Part C, along with the District of Columbia Public Law 1-2-119, mandates that infants and toddlers with disabilities and their families receive coordinated services proactively to make a difference in the children’s learning and developmental experiences. Strong Start’s implementation must be flexible, culturally responsive, and most importantly, meet the needs of the child and the family.

Strong Start DC Early Intervention Program serves as a point of entry for families utilizing IDEA related assessment and therapeutic resources.

Evaluation Criteria

The Evaluation Criteria are as follows:

- A. Agency Operation
- B. Rental Rate and Rent Structure
- C. Location

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 functionality of the proposed space and the operational needs of Strong Start.

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

OSSE is the District agency initially occupying the premises (Strong Start is the OSSE program that will operate from this location). 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.

Building: Please provide building name and address and the following:

- Description of building systems, including HVAC system servicing the space, its capacity and additional capacity available within the building;
- Description of building’s security and access control;
- Detailed description of maintenance and cleaning;
- Description of current recycling programs;
- Description of any amenities in the building;
- Description of energy efficiency programs and equipment;
- Statement as to ADA compliance; and
- Description of any renovations planned for the building, including timeline.

Landlord: Please provide ownership information including:

- Evidence of Offeror’s control of the property and timely availability of the Premises;
- Management structure; and
- Evidence of Offeror’s wherewithal to fund ongoing building operations, a tenant improvement allowance and, if applicable, other Premises 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 from 3,000 RSF up to 3,500 RSF of contiguous space in your existing building to accommodate OSSE/Strong Start. The District prefers a ground level location for this requirement. Please provide the following:
- Floor plans delineating specific floor and square footage;
 - Description of the condition of space;
 - Common area factor; and
 - Offeror's agreement to utilize BOMA standard of measurement for the building and Premises.
- Please note that:
- Offered space must meet the District's requirements for fire, safety, handicapped accessibility, and sustainability.
- Test Fit:** Within 10 business days after the submission due date, the District will notify Offerors whose proposals have been short listed by the District for purposes of scheduling building tours. Once building tours are complete, the District shall deliver programming requirements to each such Offeror. Within 10 business days after each respective tour, each such Offeror shall, at its sole cost and expense, without any reimbursement from the District, provide \$0.15/RSF in funding for and submission of one test fit for the Premises. This test fit shall be based upon the programming requirements provided by the District, and shall include one (1) revision 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) 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, as evidenced by Certificates of Occupancy and Substantial Completion. Please confirm Offeror can deliver the substantially completed Premises by **June 30, 2019**.
- Use:** Primarily administrative offices and direct services for assessment purposes, and any other lawful use.

Amenities: Please describe the amenities or special services that will be available in your building (deli, building conference rooms, video conferencing, fitness facilities, security escort services, day care, etc.)

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 access to the Premises for 52 weeks per year.

The District shall have the right to utilize Offeror's card access system to the building and building elevators. Landlord shall provide a sufficient number of access cards for each District employee.

Parking: Please reference the availability and type of parking (i.e. structured vs. surface). Please offer the District a competitive parking ratio for its consideration. 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 \$115.00 per RSF. The District requires a non-restrictive TIA. Specifically, the District may use its TIA 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 the Offeror to 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 Studley, Inc. 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 Studley, Inc. with a commission equivalent to 3.0% of the Lease value based on the Annual Rent (as defined below) over the initial Lease Term.

Section B. Rental Rate and Rent Structure – The District will evaluate the Rental Rate in context with the overall value to the District, and its competitiveness relative to market. The District will also consider such factors as condition of space, efficiency of space, the proposed TIA and flexibility in its utilization, the rental abatement period, escalations, etc. The Offeror should submit the Rent Structure based on the following proposed format (the terms below are based on Rentable Square Feet (RSF)).

Net 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,” 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.

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	\$12.00
Operating Expenses	\$10.00
Real Estate Tax Base	\$ 9.00
TIA Amortization	<u>\$11.50</u>
Annual Rent for First Lease year	\$42.50 RSF

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

Proximity to Public Transit/Preferred Locations:

Briefly describe the proximity (distance to the access point of the building) and accessibility to multiple modes of public transportation; including color of the nearby Metro Subway route, the adjacent bus routes, and the major highway/freeway access proximate to the building. The District will give preference to buildings in Wards 7 & 8, and options that are within close proximity to a Metro Subway station.

Submission Format and Due Date

Please provide one (1) hard copy and two (2) electronic copies in Microsoft Word and PDF on a USB flash drive labeled **OSSE Strong Start 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. Note the link to this form is:

http://dgs.dc.gov/sites/default/files/dc/sites/dgs/publication/attachments/DC%20DGS%20Form%20S%20103%20-%20Conditions%20Applying%20to%20Solicitation%20and%20Offerors%20Acknowledgement_0.doc

Electronic mail and facsimile Offers **will not** be accepted. Each Offer shall be submitted in a sealed envelope conspicuously marked: **“Offer in Response to DGS-RFS-OSSE-2018-01.”** Offers **must be** submitted to DGS with all required information and documentation by **3:00 pm on Thursday, August 16, 2018** in order to be considered.

Offers must be hand delivered to:

Department of General Services
ATTENTION: S.E. Ponds
 REFERENCE: DGS-RFS-OSSE-2018-01
 2000 14th Street, NW - 8th Floor
 Washington, DC 20009
No phone calls please.

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.