

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



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REQUEST FOR SPACE (“RFS”)  
Open-2018-5  
**District Agency Office Space**

The District of Columbia’s Department of General Services (“DGS”) is seeking offers for office space for a District Agency that satisfy the criteria listed below. Responsive offers, among other things, should provide space that is within one building and on contiguous floors.

**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.

**A. Agency Operation** – To be evaluated based on the suitability of space to meet the operational needs of a District Agency

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

The District has the right to insert and 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 the building has such as a gym or restaurant;
- 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 control of 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 40,000 RSF up to 55,000 RSF of space in your existing or to-be-built building to accommodate a District Agency (it is preferred that the District Agency be in contiguous space within one building). 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:** The District will notify Offerors whose proposals have been short listed by the District for purposes of building tours. After the building tours are complete, the District shall deliver programming requirements to select Offerors and, 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 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) 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, as evidenced by a certificate of occupancy. Please provide a date by which the Offeror can deliver the substantially completed Premises.

**Use:** Primarily administrative office and any other lawful use.

**Amenities:** Please describe the amenities or special services that will be available in your building (deli, building conference rooms, teleconferencing, health club, 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 Premises access for 52 weeks per year.

The District shall have the right to utilize Offeror's 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 and reserved). 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 \$125.00 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 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** – 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:** 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.

**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>\$11.50</u>
<b>Annual Rent for first Lease year</b>	<b>\$45.50 RSF</b>

**Purchase Option** A preference will be given to those Landlords willing to provide the District with a purchase option as part of the lease.

<b>C: Location</b> – To be evaluated based on the location’s accessibility to the constituents it serves.
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**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 metro train line and major highway/freeway access proximate to the building. A preference will also be given to options that are within close proximity to a Metro rail station. A preference will be given to options in Wards 7 & 8.

### 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 **District Agency 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](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)

**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.

Offers must be hand delivered to:

**Department of General Services**

**ATTENTION: Charleen Ward**

REFERENCE: DGS-RFS-Open-2018-5

2000 14<sup>th</sup> Street, NW - 8<sup>th</sup> Floor

Washington, DC 20009

***No phone calls please.***

***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.***

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-Open-2018-5.”** Offers **must be** submitted to DGS with all required information and documentation by **3:00 pm on Monday, September 17, 2018** in order to be considered.

*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.*

