Request for Offers to Lease Healthcare Clinic Space at 850 Delaware Avenue, SW

Pre-bid Meeting

Reeves Building, 2000 14th Street, NW, 2nd Floor Community Room
Objective

The objective of this RFO is to license approximately 6,977 SF of Healthcare Clinic Space located at 850 Delaware Avenue, SW.
Property Facts

- 850 Delaware Avenue, SW - a 7-story building that is approximately 45,971 SF ("Building").
- The Building will serve as the Ward 6 Short Term Family Housing shelter, with 50 total units.
- The Healthcare space is comprised of 804 SF on the ground floor and 6,173 SF on the lower level of the Building.
- The Healthcare space will have a dedicated entrance on I Street, SW, near the corner of I Street SW and Delaware Avenue, SW.
Property Facts (cont.)

- The ground floor and lower level of the Premises will be accessible by both elevator and stairs.
- The lower level floor will have windows along both I Street, SW and Delaware Avenue, SW.
- No parking will be provided as part of the Premises.
- Premises will be delivered as a “warm lit shell” in the Summer of 2019.
Ground Level Floor Plan

Elevating the Quality of Life in the District
Lower Level Floor Plan
Submission Information – Proposed Use and Business Plan

1. Proposed Use
   a) Describe what type of clinic Offeror plans to operate and what healthcare services the clinic will provide and how this use will benefit the community. Include a plan for obtaining a Certificate of Need from DC’s Department of Health.

2. Business Plan
   a) Describe the vision for the space after it is fully built-out; proposed hours of operations; and, timeline for build out.
   b) Describe any hiring of District Residents and/or use of Certified Business Enterprises in contracting opportunities derived from the reuse of this District owned Property.
Submission Information – Offeror Qualifications

1. Experience
   a) Describe prior experience in operating a similar use and include resumes for key personnel that will be involved in the business.

2. Financial Capacity
   a) Describe and demonstrate financial capacity to pay all costs, including rent, tenant improvement costs, including franchise fees, business taxes and necessary certificates, licenses, permits or registrations.
      i. Sources and Uses of Fund Statement – provide an account of where funding will be obtained for the business and what expenditures will be incurred for construction and tenant build out costs.
Submission Information – Offeror Qualifications

ii. Construction and Tenant Build Out Budget – initial costs for construction and furniture, fixtures and equipment. Please provide any Tenant Improvement Allowance the Offeror would like the District to consider.

iii. Financial Statements – Federal tax returns for past 2 years; DC or State tax returns for past 2 years; and Certified or Audited Financial Statements for past 2 years.

3. Offeror Identification Information

a) Contact Information – full address and contact information
b) Certificate of Good Standing
c) Business License
d) District Resident Status – indicate which principals or key personnel are District residents.
Submission Information - Financial Offer

Offerors must submit a financial offer which includes:

1. Length of base lease term
2. Length of option term (if any)
3. Annual Base Rent
4. Annual Base Rent Escalations
### Selection Weights

<table>
<thead>
<tr>
<th>Offer Criteria #1: Proposed Use and Business Plan</th>
<th>30%</th>
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<tbody>
<tr>
<td>Offer Criteria #2: Offeror Qualifications</td>
<td>30%</td>
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<tr>
<td>Offer Criteria #3: Financial Offer</td>
<td>40%</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
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Submission Requirements

Offers must be submitted by **12:00 pm on April 5, 2019.** Offers must include four (4) hard copies, and one (1) electronic copy (via USB Drive).

Offers shall be mailed or hand delivered to:

*Department of General Services*

**ATTENTION:** Tiwana Hicks

**REFERENCE: DGS-RFO-Delaware Ave-2019**

2000 14th Street, NW - 8th Floor

Washington, DC 20009
Questions/Answers

• All questions should be sent via email to Tiwana.Hicks2@dc.gov.

• The Last Day for Questions/Clarifications will be February 22, 2019.

• Responses will be provided on the DGS website:

   https://dgs.dc.gov/event/request-offers-lease-healthcare-clinic-space