



**D.C. DEPARTMENT OF GENERAL SERVICES
REQUEST FOR LETTERS OF INTENT (LOI)
TO OCCUPY AND OPERATE THE LINCOLN THEATER**

DECEMBER 12, 2012

LOI Due Date: January 18, 2013 by 2:00 p.m. EST

LOI Delivery Location: Department of General Services
Attn: Todd Douglas, Realty Officer
Frank D. Reeves Center
2000 14th Street, NW
Portfolio Management Division, 8th Floor
Washington, DC 20009

Contact: Todd A. Douglas
Realty Officer
Portfolio Management Division
Department of General Services
2000 14th Street, NW - Suite 800
Washington, DC 20009
Todd.Douglas@dc.gov
Phone: 202-727-2800
Fax: 202-727-9877

Solicitation Number: DGS-RLOI-2013-1

Lincoln Theatre LOI

The District of Columbia is currently seeking letters of intent (“**LOI**”) from experienced commercial and not-for profit entities to lease the historic Lincoln Theatre. Interested offerors (“**Offeror(s)**”) are invited to join one of Washington, DC’s rapidly growing and diverse communities for exciting nightlife, culture and entertainment. Now experiencing a second renaissance – the Lincoln Theatre lies in the center of a booming cultural resurgence along the U Street, NW corridor of Washington, DC. The Theater is part of the most robust arts and culture industries in the country, which contributes over \$1.1 billion each year to the local economy.

Eligibility Criteria

Offerors submitting an LOI for consideration must have a minimum of 10 years experience successfully operating a venue with 400 seats or greater. Submissions that do not address this requirement will not be reviewed.

Date and Time for Receiving Submissions

Submissions shall be received no later than 2:00 pm EST, on January 18, 2013. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

Submission Size, Organization and Offeror Qualifications

LOI’s shall not exceed 8 pages including attachments. All submissions shall be submitted on 8-1/2” x 11” paper and typewritten.

No Compensation for Preparation of Submissions

The District shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this solicitation, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

Rejection of Submissions

The District reserves the right, in its sole discretion, to cancel this solicitation or reject all or any submissions.

Evaluation

The District will evaluate the LOI’s based upon the economic terms, vision and business model. As part of the application, Offerors shall submit three (one page) letters of recommendation on the referring entity’s letterhead. A short list of Offerors will be selected to submit detailed backup information as part of a second round of evaluations. Offerors not selected for the short list will be removed from further consideration. Offerors that do not meet the eligibility criteria will not be evaluated.

The LOI submission shall be organized as follows:

Required LOI Format

The LOI must be addressed to:

Todd A. Douglas
Realty Officer
Portfolio Management Division
Department of General Services
2000 14th Street, NW - Suite 800
Washington, DC 20009

RE: Letter of Intent to Lease of the Lincoln Theatre 1215 U St. NW

I. TENANT

Full description of the proposed occupant including: legal name of corporation or other entity, relevant organization/company background confirming entity meets the eligibility criteria prior to LOI due date.

II. USE

Describe proposed activities and events for the Lincoln Theatre.

III. LEASE TERM

The District will accept 5 – 10 years with one 5 year renewal option.

IV. RENT and ECONOMIC TERMS

Offeror must present proposed rental rate to be paid to the District of Columbia for the lease of the Lincoln Theatre. The Lincoln Theatre is 46,360 sf gross and 22,300 sf usable including dressing rooms, restrooms, storage, bathrooms, offices, auditorium, balcony, lobby, follow spot and stage areas. The remainder of the space is attributed to circulation space, electrical areas, plumbing areas, orchestra pit, HVAC, and crawl space. ***LOI's that do not clearly specify an annual rental rate/ fee to the District will not be considered.***

V. BUSINESS MODEL

Describe the proposed business model that will support the financial and operational sustainability of the Lincoln Theatre over the requested term.

VI. VISION

Describe the Offeror's vision for the Lincoln Theatre and a brief description of the key personnel and/or management staff which will be responsible for implementation of that vision. Please provide creative approaches to managing and operating the Theatre. Offeror's should clearly describe how their concept for the Lincoln Theater supports the creative economy in the District of Columbia in general, the U Street corridor in particular, and complements existing arts institutions and businesses, including area restaurants, clubs and the Howard Theater.

VII. CURRENT FINANCIAL CAPACITY

Provide general information related to the financial capacity of the Offeror including annual

revenue and net worth (excluding goodwill). This information should convey the Offerors' current financial capacity to maintain and grow the Lincoln Theatre over the term of the Lease.

VIII. MISCELLANEOUS PROVISIONS

Confidentiality

All submissions and all other information submitted to District in response to this Request for Letters of Intent are subject to the District's Freedom of Information Act (D.C. Official Code § 2-531 et seq.) ("FOIA"), which generally mandates the disclosure of documents in the possession of the District upon the request of any person, unless the content of the document falls within a specific exemption category, as determined by the District.

If an Offeror provides information that it believes is exempt from mandatory disclosure under FOIA ("exempt information"), the Offeror shall include the following legend on the title page of the submission:

THIS RESPONSE CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE UNDER THE DISTRICT'S FREEDOM OF INFORMATION ACT

In addition, on each page that contains information that the Offeror believes is exempt from mandatory disclosure under FOIA, the Offeror shall include the following separate legend:

THIS PAGE CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE UNDER THE DISTRICT'S FREEDOM OF INFORMATION ACT

On each such page, the Offeror shall also specify the exempt information and shall state the exemption category within which it believes the information falls.

Although DGS will generally endeavor not to disclose information designated by the respondent as exempt information, DGS will independently determine whether the information designated by the Offeror is exempt from mandatory disclosure. Moreover, exempt information may be disclosed by DGS, in its sole discretion, unless otherwise prohibited by law, and the District shall have no liability related to such disclosure.

Ownership and Use of Submissions

All submissions shall be the property of the District. The District may use any and all ideas in any submission. By responding to this solicitation, Offeror agrees to hold the District, its officers, employees, agents, representatives, and consultants harmless from all claims, liabilities, and costs related to Offeror's submission in response to this Request for Letters of Intent.