This Addendum No. 2 is issued by DGS on April 8, 2016. Except as modified herein, the Request for Qualification (RFQ) remains unmodified and is hereby published on the DGS website.

**Item # 1** Pre-proposal Conference Sign In Sheet. See Attachment A

**Item # 2** DGS Portfolio Management Power Point Presentation. See Attachment B

All other terms and condition remain unchanged.

Kimberly Gray  
Supervisor, Goods and Services
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Commercial Brokerage/Tenant Representative Services
Pre-proposal Conference
(Set-aside for CBE Participation Only)
Solicitation No: DCAM-16-NC-0096

April 6, 2016
Sign-in Sheet

1. Name: RICK GERSTEIN Phone: 202-246-9534
   Company: URBANICLOO, LLC
   Email Address: RICK@URBANICLOO.COM

2. Name: Lee Smith Phone: 202-688-2449 x 533
   Company: Peak Strategy Group, LLC
   Email Address: LSmith@PeakLG.com

3. Name: Clifford Cooper Phone: 202-246-2270
   Company: Cooper & Associates
   Email Address: CliffordC@CooperAndAssociates.com

4. Name: Ferej Ugly Phone: 202-987-9565
   Company: KU Commercial
   Email Address: Ferej@KU.com

1 of 3
Commercial Brokerage/Tenant Representative Services

Pre-proposal Conference
(Set-aside for CBE Participation Only)

Solicitation No: DCAM-16-NC-0096

April 6, 2016

Sign-in Sheet

1. Name: Pam DuBois Phone: 202-371-1333
   Company: Bolan Smart Associates
   Email Address: pam.dubois@bolansmart.com

2. Name: _____________________________ Phone: _______________________
   Company: __________________________
   Email Address: _______________________

3. Name: _____________________________ Phone: _______________________
   Company: __________________________
   Email Address: _______________________

4. Name: _____________________________ Phone: _______________________
   Company: __________________________
   Email Address: _______________________

2 of 3
Elevating the Quality of Life in the District

elev*te

DGS
THE DEPARTMENT OF GENERAL SERVICES

elev*te
Washington, DC 20009
2000 14th Street, NW
2nd Floor Community Room
Frank D. Reeves Center
at 10:00 am

Pre-Proposal Conference: Wednesday April 6, 2016

Services
Commercial Real Estate Brokerage and Advisory

REQUEST FOR PROPOSALS
Agenda

1. Introductions
2. Speaker - Associate Director, DGS Portfolio
3. Procurement Schedule
4. RFP Issued
5. Pre-Proposal Conference - April 6, 2016 at 10:00 am
7. Proposal Due Date - April 28, 2016 at 2:00 pm

Questions & Answers
Management Plan and Schedule (80 points)
Key Personnel (40 points)
Experience (40 points)
Evaluation and Award Criteria (Section D.4.3 of RFP)
CBE Compliance
Service Description

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Speaker

Mr. J. Forest Hayes,
Associate Director- Portfolio Division
Department of General Services

➢ Serves as the senior real estate official with management oversight of 30 Million square feet of owned and leased real estate.
➢ Responsible for the management and acquisition of over 3 million square feet of contracted lease space for 84 agencies throughout all eight Wards.
➢ Oversees a broad range of real estate management functions which include: real property acquisitions by purchase or lease, disposes of property through sale or lease, implementation of strategic real estate plans.
➢ Works with members of Client-Agency management to forecast client real estate requirements during budget cycles and oversee input of budget data,
➢ Identifies and develops plans for the District’s short, medium and long-term real estate needs
➢ Coordinates the resources necessary to meet those needs, ensures that the Smart DGS database is maintained, and provides building management services for facilities.
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Presenters

Ms. Elouise Fripp,
Contract Specialist
Department of General Services

Ms. Rosemary Scruggs-Evans,
CBE Compliance Monitoring Specialist
Department of General Services

Mr. Ikenna Udejiofor,
Realty Specialist- Portfolio Division
Department of General Services
Strategic Planning □
Charter School Portfolio □
Lease Administration □
Acquisition: Disposition □
Portfolio Strategy □
Oversee Leasing (Tenant: Landlord) □
Fixed cost forecasting □
Space Allocation □

SUMMARY OF SERVICES
Portfolio Management Division

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Portfolio Statistics

- Manage 15 million square feet (excludes school inventory)
- 3.2 million square feet of leased space.
- 64 Active leases
- Approx. 700 K SF of leases expiring FY16 - FY17
- Completed Transaction FY14 - FY15 YTD for approx. 150 K SF.

Notwithstanding the foregoing approximations, the above projected workload numbers are estimates only and DGS provides no assurances regarding the maximum number of Work Orders or hours required.
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Tenant Representation

- Identify Space
- Analyze offer and make Recommendations
- Assist with Negotiation
- Assist with Coordination of Process
- Market Research
Portfolio Document Preparation Services

- DGS Legal staff oversight
- District Legal requirements generally
- Term sheet/letter of intent
- Prepare and negotiate leases and prepare other real estate documents
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- Work Directly with Portfolio Management and Department Legal staff to prepare documents in accordance with forms provided by DGS
  - Changes to forms
  - Council approval
- DGS legal staff shall review for legal sufficiency and approve any document produced by the Real Estate Consultant.
  - Legal Staff – Office of the Attorney General
  - Execution
provided by DLSBD

Compliance with CBE Utilization Plans in accordance with forms

D.C. Code Section 2-218.02)

Entrepreneur compliance regulations (as such are defined under
Adhere to Small Business Enterprises and Certified Businesses

Evaluate required documents

Management and Contract and Procurement staff to

Lease Administration Consultant work directly with Portfolio

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construction contracts' subcontracting plans.

subcontracting requirements for Tenant Improvement Allowance on
contracts per D.C. Official Code § 2-218.46: Performance and
charged with monitoring both public and private projects and

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Questions and Answers Session

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Additional Questions concerning this Request for Proposals may be directed to Ms. Elouise Fripp, Contracts Specialist, electronically at elouise.fripp@dc.gov. All questions regarding this RFP will be answered if received by 4:00PM, Tuesday, March 15, 2016 to allow ample time for distribution of answers and comments to this RFQ on our website http://dgs.dc.gov/