

DGS Key Staff and Roles

To successfully accomplish the relocation of agencies, DGS has instituted a comprehensive approach to move process, which is managed by DGS Portfolio and Construction Divisions.

The DGS Portfolio Division develops a strategic plan that encompasses managing the city-wide lease portfolio, implementing agency-specific plans for space consolidation or expansion. Portfolio also maximizes the District's owned portfolio by implementing a strategy for reducing leased space and increasing utilization of owned properties. The DGS Portfolio Division is responsible for the following:

- Facilitating meetings with agencies to discuss space needs;
- Completing programming of agencies (this process can also be done through construction);
- Identifying space for agency use;
- Managing lease acquisitions processes with third party landlords;
- Liaising with the agency during the process to resolve business and operational issues;
- Securing agency funds and assisting with the budget process;
- Coordinating the move process and providing relocation support services; and
- Throughout the lease term, liaising between the agency and the building owner/management team.



Agency Moves Team

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The DGS Construction Division manages the processes related to the construction and build-out of the of your new relocation premises.

DGS Construction Division responsibilities include:

- Managing the construction process.;
- Point of contact for the general contractor, architects, and other vendors required to complete the renovations or build-out;
- Point of contact with agency on construction related items; and
- Overseeing the A/E process to include test fits, construction drawings and in some cases programming.

The day-to-day DGS points of contacts for the new premises are:

Your designated Realty Specialist
DC Department of General Services
Portfolio Division
2000 14th Street, NW, Suite 800
Washington, DC 20009

Your designated Project Manager
DC Department of General Services
Construction Division
2000 14th Street, NW, Suite 800
Washington, DC 20009

