



Content Template (Solicitations) Contracting & Procurement and Portfolio

Use this template to prepare and organize content for the Agency page on DC.Gov. Doing so will make content migration to the new DC.Gov as easy as copy and paste.

Instructions

1. Create a "Web Content" folder for your templates.
2. Save this template as "Content_nameofpage_youragencyname.doc". For example, "Content_ReevesRFO_DGS.doc".
3. Enter the content in the fields below.
4. You may copy and paste from the current website and/or rewrite new content and add below if necessary. To avoid formatting problems when pasting, select "paste special" and then "unformatted text."
5. Email the completed template to your contact in the DGS Government Affairs and Communications team.

Fields with asterisk (*) are required. Please review all fields; just because a field is not required does not mean it should not be filled out.

Agency Name*

DGS Portfolio

Contact Info (Name and Phone Number)*

Mattie Rogers 202 724 4117

Title of Solicitation*

Warehouse Space

Image

One Sentence Description of Solicitation*

Enter the information to for the one sentence description.

Full Description of Solicitation*

(One to three paragraphs) Enter the information to for the full description.

Opening Date*

Deadline for Submission*



DRUPAL CONTENT ENTRY TEMPLATE

CBE Preference (Y/N)*

Attachments*

Attach any documents (solicitation, attachments and addendums) as a .PDF file. File titles should follow the examples below. When sending this template via email, please attach .PDFs as separate files.

Example Titles:

RFS for DPR Warehouse Space

Topic(s)*

Select one or more Topics that relate to the solicitation from the Topics list by placing an "X" in front of each topic.

| | | | | | |
|---|------------------------------|---|--------------------------------------|--|------------------------------------|
| | Arts & Culture | | Children & Youth Services | | Community Relations |
| | Consumer Protection | | Contracts & Procurement | | Data & Demographics |
| | Doing Business in DC | | Education & Schools | | Emergency Preparedness |
| | Environment | | Grants & Funding | | Health & Human Services |
| x | Housing & Property | | Jobs & Employment | | Laws, Regulations & Courts |
| | Official Documents & Records | x | Parks & Recreation | | Permits, Licenses & Certifications |
| | Public Safety | | Public Works, Sanitation & Utilities | | Streets, Public Spaces & Traffic |
| | Taxes & Payments | | Tickets & Fines | | Training & Professional |



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|--|---------------------------------------|--|--|---------------|
| | | | | Certification |
| | Transportation & Motor Vehicles (DMV) | | | |

Audience(s)*

Select one or more Audiences that relate to this solicitation from the Audience list by placing an "X" in front of each Audience.

| | | | | | |
|---|--------------------|--|----------------|--|------------|
| | District Employees | | Educators | | Homeowners |
| | Non-Profits | | Parents | | Providers |
| | Renters | | Small Business | | Students |
| x | Vendors | | Volunteers | | |

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



REQUEST FOR SPACE (“RFS”)
DGS-RFS-DPR-2015-06
Department of Parks and Recreation

The District of Columbia’s Department of General Services (DGS) is seeking offers for warehouse space that satisfy the criteria listed below. Responsive offers, among other things, should provide space that is within one building and contiguous on a single floor is preferred. The Department of Parks and Recreation (DPR) is the agency identified to initially occupy the proposed space.

Background

The Department of Parks and Recreation (DPR) provides quality urban recreation and leisure services for residents and visitors to the District of Columbia. DPR's mission is to enhance the quality of life and wellness for District of Columbia residents and visitors by providing equal access to affordable and quality recreational services by organizing programs, activities and events.

Evaluation Criteria

The Evaluation Criteria is 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 the Agency.

Tenant: The District of Columbia, a municipal corporation, acting by and through its Department of General Services.

The District of Columbia agency initially occupying the Premises will be the Department of Parks and Recreation. The District retains the right to change occupying agencies without such substitution constituting a sublet of the Premises or an assignment of the Lease or otherwise require Landlord's consent.

Building: Please provide building name and address. Please provide:

- 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, building a lots should be fully enclosed with barbwire fence;
- Description of energy efficiency programs and equipment;
- ADA compliance; and,
- Description of any proposed renovations planned for the building.

Landlord: Please provide ownership information including:

- Evidence of control of property and timely availability of the Premises;
- Proof of proper corporate status in DC (Office of Tax and Revenue (OTR) and Department of Employment Services (DOES) certifications);
- Management structure; and,
- Evidence of Landlord's wherewithal to fund tenant improvements and ongoing building operations.

Lender: Please provide a detailed description of the lender(s) associated with this property and any liens and/or ground leases that may or will encumber this Building.

Premises: Please propose approximately thirty-five thousand to forty-five thousand rentable square feet (35,000 to 45,000 rsf) of conditioned warehouse including a small laundry facility and

ice producing freezer/room, full sized loading docks, fleet maintenance bay, mechanic shop, interior water drainage (if possible) and offices/workstations for 12 employees. Please provide the following:

- Floor plans delineating specific floors and square footage;
- Description of the condition of space;
- Common area factor; and,
- Landlord's agreement to utilize BOMA standard of measurement for the building and premises.

Test Fit: Once Tenant has reduced the options to a short list, Landlord shall, at its sole cost and expense without any reimbursement from Tenant, upon Tenant's request, provide one test fit for the Premises based upon programming provided by Tenant, which shall include one (1) revision and the architect shall be required to submit detailed pricing notes along with the test-fit.

Lease Term: Tenant requests a ten (10) year term beginning on the Rent Commencement Date.

Option to Renew: Tenant requests an option to extend the term for one (1) additional period of five (5) years.

Rent Commencement Date: The Lease Commencement Date shall be the date of delivery of the entire Premises to Tenant with all of Landlord's Work (to be defined in LOI) substantially completed and delivery by Landlord of a Certificate of Occupancy. Please confirm Landlord can deliver the substantially completed Premises on or before March 1, 2016.

Use: Warehouse for DPR equipment, construction supplies and office supplies and administrative office space.

Assignment/Subletting: Please confirm Tenant shall have the right, subject to Landlord'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: Building hours are 6:30 am to 10:30 pm seven days a week (24-hour access for staff).

Parking: Minimum of eighty to one hundred (80 - 100) parking spaces for standard parking spaces, passenger vans, Show Mobiles, DPR fleet trucks.

Tenant Improvements: Please provide a Tenant Improvement Allowance above a warm lit shell to build out the storage facility and the office component. The District requires a non-restrictive Tenant Improvement Allowance. 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 request the Landlord provide a turnkey build-out.

Brokerage: Savills Studley, Inc. is recognized as the exclusive broker representing Tenant in this proposed transaction. Upon execution of a lease agreement with the District of Columbia government, Landlord shall compensate Savills Studley, Inc. with a 4% commission of the Lease value over the Lease Term.

Section B. Rental Rate and Rent Structure – To be evaluated in context of the overall value to Tenant and the competitiveness relative to market considering such factors as condition of space, efficiency of space, proposed Tenant Improvement Allowance (“TIA”) and flexibility in the utilization of the TIA, Rental Abatement Period, any escalations etc. Rent Structure should be considered on the following proposed structure. The terms below are based on rentable square feet.

Net Rent: Escalations, if agreed to by the District, will be allowed on the net rent only. Do not include any escalation on the Annual Rent.

Operating Costs: The amount of Annual Rent for the first year shall include Operating Expenses (OpEx). OpEx are subject to annual escalations according to changes in the Consumer Price Index (CPI). The amount of the first year OpEx will be verified by the District and the amount revised prior to lease execution.

Real Estate Taxes: The amount included in the Annual Rent shall include the Real Estate Tax Base, which is based upon the real property and Business Improvement District (BID) taxes (the Real Estate

Taxes) for the building or the portion of the building occupied by the District.

Commencing on the anniversary of the first lease year, the District will owe its proportionate share of Real Estate Taxes that exceeds the Real Estate Tax Base. The Real Estate Tax Base will be verified by the District and the amount revised prior to lease execution.

Tenant Improvement Amortization: The annual amount of the amortized TIA over the term of the lease. TIA will cover construction, A/E services, programming relocation, FF&E and technology costs. District requires flexibility in the utilization of TIA.

Total (“Annual Rent”) Total of all of the above factors.

Below is an **EXAMPLE** of how the proposed rent structure should be presented:

| | |
|--------------------|----------------------|
| Net Rent | \$9.00 |
| Operating Expenses | \$4.00 |
| Real Estate Taxes | \$2.00 |
| TI Amortization | <u>\$2.00</u> |
| Annual Rent | \$17.00 / RSF |

Rental Abatement Period or other Concessions: Please specify any Rental Abatement Period expressed in months or other concessions that will be made available to Tenant.

| |
|--|
| C: Location – To be evaluated based on the location’s accessibility for the constituents it serves. |
|--|

Delineated Area: DPR will consider all centralized locations with a preference for submarkets within close proximity to major thoroughfares, Metro stations and / or Metro bus lines.

Access: Please briefly describe the proximity (distance to the access point of the Building) and accessibility to multiple modes of public transportation including color of Metro stations and major highway / freeway access proximate to the Building.

I. **Submission Format and Due Date**

Please provide one (1) hard copy and two (2) electronic copies on a single CD in Microsoft Word and PDF of the written offers in 12-point font size on 8.5"x 11" paper. Offers must also include **signed** DC DGS FORM S-103 attached to this RFS.

Offers must be hand delivered to:

Department of General Services
ATTENTION: Mattie Rogers
REFERENCE: DGS-RFS-DPR-2015-06
2000 14th Street, NW - 8th Floor
Washington, DC 20009
No phone calls please.

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-DPR-2015-06"**

Offers must be submitted to DGS with all required supplemental information and documentation, by 3:00 pm on **Friday, December 11, 2015** in order to be considered.

Submission finalists will be notified within 30 days after the submission deadline listed above.

This Solicitation for Offers shall not be considered an offer to lease and DGS reserves the right to withdraw this solicitation at any time.