

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



REQUEST FOR SPACE ("RFS")
DGS-RFS-DCPL-2015-06-02

Martin Luther King Jr. Memorial Library Administration

The District of Columbia's Department of General Services (DGS) is seeking offers for office space that satisfy the criteria listed below. Responsive offers, among other things, should provide space that is contiguous within one building. The DC Public Library is the agency identified to initially occupy the proposed space.

Background

The Martin Luther King Jr. Memorial Library (MLK Library), located at 901 G St. NW, will undergo a major modernization to meet the needs of District residents. During MLK Library's renovation, DCPL will relocate its administrative offices. The purpose of this Request for Space is to identify one location within contiguous space to accommodate the administrative offices. Owners may propose one or more locations in response to this Request for Space. However, it is the District's intention to enter into one short term agreement for a 24,100 SF lease.

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 (“District”), a municipal corporation, acting by and through its Department of General Services.

The District of Columbia agency initially occupying the Premises will be DCPL. 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 and the following:

- 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 (preference will be given to Buildings with lobby level security and controlled access to the space);
- Detailed description of maintenance and cleaning;
- Description of current recycling programs;
- Description of any amenities the building has such as a gym or restaurant;
- 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;
- Certification of (corporate) Good Standing with the Department of Consumer Affairs and Regulatory Affairs (“DCRA”)
- Certification of Good Standing from the 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:	<p>Please propose approximately Twenty-four thousand, one hundred gross square feet (24,100 gsf) in contiguous floor area to accommodate the DC Library's administrative staff (program attached as Exhibit 1). Please provide the following:</p> <ul style="list-style-type: none"> • 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 five (5) year term beginning on the Rent Commencement Date.
Lease 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 October 1, 2016.
Rent Commencement Date:	The Rent Commencement Date shall be the date upon which Tenant commences paying rent after the Rental Abatement Period has elapsed.
Use:	Public library, administrative office and any other lawful use.
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 7:00 am to 6:00 pm Monday - Friday (24-hour access for staff).

Parking: Minimum of 10 parking spaces. Please provide the building's current parking ratio per 1,000 RSF and cost per parking space on a monthly basis including any scheduled escalations.

Tenant Improvements: Please propose a Tenant Improvement Allowance (TIA). 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 to contract for the build-out of the space.

The Work Agreement and the Tenant Improvement Allowance thereunder shall be subject to the requirements of D.C Code Section 2-218.46 regarding the use of Small Business Enterprises and Certified Business Enterprises (as such term is defined under D.C. Code Section 2-218.02). The Work Agreement shall set forth the foregoing requirement.

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	\$15.00
Operating Expenses	\$ 8.00
Real Estate Taxes	\$ 5.00
TI Amortization	<u>\$10.00</u>
Annual Rent	\$38.00 RSF

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

The District is interested primarily in traditional downtown locations, but will consider all alternatives. A preference will be given to locations within 3 to 4 blocks of a Metro Subway station, but will consider options within 1 to 2 blocks of a Metro Metro Bus, or Circulator stop that connects directly to a Metro Subway Station. Please briefly describe the proximity (distance to the access point of the Building) and accessibility to multiple modes of public transportation including color of the Metro subway route and major highway-/freeway access proximate to the Building.

Submission Format and Due Date

Please provide one (1) hard copy and two (2) electronic copies 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 Note the link to this form is:

http://dgs.dc.gov/sites/default/files/dc/sites/dgs/publication/attachments/DC%20DGS%20Form%20S%20103%20%20Conditions%20Applying%20to%20Solicitation%20and%20Offerors%20Acknowledgement_0.doc

Offers must be hand delivered to:

Department of General Services

ATTENTION: S.E. Ponds

REFERENCE: DGS-RFS-DCPL-2015-06-02

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-DCPL-2015-06-02**

Offers must be submitted to DGS with all required supplemental information and documentation, by **3:00 pm on Thursday, July 9, 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.

PROGRAM SQUARE FOOTAGE /

Administrative Center

SPACES	SF	OCC	NOTES
Administrative Center			
Public Entrance and Vestibule	650	7	Need 10 dedicated Parking Spaces
Security	50	0.50	TBD Depending on the leased building
Lobby/Reception	600	6.00	Sublobby Space Need Per Floor - depending on the building
Executive Offices	2,640	72	
Executive			
Reception	700	7.00	1 Reception desk, lounge seating for 4
Executive Director Office	220	2.20	
Executive Officer Office	150	1.50	
Director of Strategic Planning Office	150	1.50	
Director of Public Services Office	150	1.50	
Administrative Assts	200	2.00	2 Cubicles
Director of Business Operations Office	150	1.50	
Intergovernmental Affairs Specialist Office	120	1.20	
Shared Meeting Room	800	53.33	Table seating 20 with space for 15-20 additional chairs, nicely appointed
Public Services / Programs & Partnership	1,410	14	
Public Services			
Asst Directors of Public Services Offices	360	3.60	3 Asst. Dir. offices
Administrative Librarians	200	2.00	2 Cubicles
Administrative Assts	100	1.00	2 Cubicles
Programs & Partnership		0.00	
Asst Director Office	150	1.50	
Administrative Asst	50	0.50	1 Cubicle
Service Coordinators	300	3.00	6 Cubicles or Open Desking?
Volunteer Services Mgr	50	0.50	1 Cubicle
Workroom	200	2.00	
Library System Operations			
Planning & Facilities	525	4	
Director of Capital Projects & Facilities Office	150	1.50	
Project Managers	150	1.50	2 cubicles
Sr. Librarian	75	0.75	1 cubicle
Storage	150	0.50	
Budget & Finance - Suite	920	9	
Reception/Admin Asst	50	0.50	1 Reception Cubicle
Agency Finance Officer Office	120	1.20	
Budget Director	100	1.00	1 Tall Cubicle, larger workspace
Acct/ Mgr	100	1.00	1 Tall Cubicle, larger workspace
Accts Pay/Receive	100	1.00	1 Tall Cubicle, larger workspace
Budget Analyst	50	0.50	1 Cubicle
Financial Specialist	50	0.50	1 Cubicle
Acct Payable Tech	50	0.50	1 Cubicle
Money Room	220	2.20	Space for 2-3 staff, computer, wall safe, freestanding safe, storage cabinet. Entry vestibule off of corridor. Wall safe connected to office.
Storage	80	0.27	Archives can go in offsite storage

SPACES	SF	OCC	NOTES
Administrative Center			
Marketing & Communications	1,480	14	
Director Office	150	1.50	
Deputy Director Office	120	1.20	
Media Relations Mgr Office	120	1.20	
Outreach Specialist	100	1.00	2 Cubicles
Communications Specialist Office	120	1.20	
Office Mgr Office	120	1.20	
Web & Social Media Specialist	50	0.50	1 Cubicle
Marketing Storage & Workroom	450	4.50	Marketing materials, sorting, packaging together marketing matl
Graphic Designer Office	200	2.00	Equipment in room
Marketing Office Copiers	50	0.17	Need to account space for these
General Counsel	560	6	
General Counsel Office	150	1.50	
Attorney Advisor Office	120	1.20	
Paralegal Office	120	1.20	
Intern	50	0.50	1 Tall Cubicle
File Storage	120	1.20	
Human Resources - Suite	1,540	14	
Director Office	150	1.50	
Deputy Director Office	120	1.20	
Office Mgr	50	0.50	
HR Assistants	200	2.00	4 Tall Cubicles
HR Specialists Offices	600	6.00	5 Private Offices
Training & Development Mgr Office	120	1.20	
Training Coordinator	50	0.50	1 Tall cubicle
File Room	250	0.83	
Procurement	590	6	
Chief Procurement Office	150	1.50	
Contract Specialists	150	1.50	3 Tall Cubicles
File Room	120	1.20	
Senior Business Operations Specialist Office	120	1.20	
Administrative Asst	50	0.50	1 Cubicle
Library Foundation	320	3	
Executive Director Office	150	1.50	
Grants Mgr Office	120	1.20	
Development Associate	50	0.50	1 Cubicle
Shared Support			
Shared Storage	300	1	
Shared Storage	300	1.00	General shared storage b/w departments
Shared Meeting Rooms	2,200	147	
Flexible Meeting Room - Large	1,500	100.00	Seats 60 staff, multipurpose, approx. SF as existing rm.417
Meeting Room - Medium	400	26.67	Sized for 12 at a table
Meeting Room - Small	300	20.00	Sized for 8-10 at a table
Shared Workroom	500	5	
Mailroom/Supplies	500	5.00	Central mail, limited supplies.
Shared Staff Lounge	600	40	
Breakroom	600	40.00	Seating for 12, Kitchenette, Vending

PROGRAM SQUARE FOOTAGE /
Administrative Center

SPACES	SF	OCC	NOTES
Administrative Center			
Security/Public Safety	2,090	43	
Chief Public Safety Office	150	1.50	
Captain Office	120	1.20	
Lieutenant Office Supervisor	120	1.20	
Sergeants Office Supervisors Staff Workroom	550	5.50	4 Cubicles, office supplies, printer
Meeting Room	350	23.33	Rollcall, 8 person (does not want this room to be shared)
Logistics Room	100	1.00	Lockable storage, lost/found/evidence
Command Center	300	3.00	Command Center and space for taking ID's, same SF as existing space
Locker Rooms	250	5.00	M/F locker rooms, 10 half lockers in each, approx. SF as existing (238)
Weapons/Ammo Storage/Mailboxes/Computer	150	1.50	Approx. SF as existing (133)
IT	2,220	21	
Director Office	150	1.50	
Deputy Director Office	120	1.20	
Staff Workroom	1800	18.00	18- 20 cubicles for IT Specialists/Systems Librarian staff, copy/print
Storage Room	150	0.50	
Friends of the Library	0		
Workroom	0		
Administrative Center			
NSF TOTAL	18,545	405	
Gross Factor 1.3			
TOTAL GROSS SF	24,109		