

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



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REQUEST FOR SPACE (“RFS”)

DGS-RFS-DDS-2015-02

Department on Disability Services Administrative Offices

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 or a to-be-constructed building. The Department on Disability Services (“DDS”) is the agency identified to initially occupy the proposed space.

**Background**

DDS is the District government agency that serves its residents who have disabilities and/or physical impairments. The Premises will be the new location of DDS’s administrative offices. Further, the site must have accessibility features that are above and beyond those required by typical federal and local building codes. The building should be capable of providing unique ADA / Universal Design features that will allow DDS to succeed in their mission, and occupy a site that is an example for other agencies or organizations nationwide to emulate.

The following is a brief summary of the program subject to further refinement:

- 1<sup>st</sup> floor reception and intake area (preferred)
- 60 supervisor level offices (upper floors)
- 320 workstations (upper floors)
- 27 conference rooms accommodating four to eight people
- 5 conference rooms for approximately 20+ people
- 1 training room with a capacity for 200 people
- Computer training room for 32 people
- 5,000 to 10,000 SF records storage room
- One large lunch / dining area with the flexibility to be a large meeting space (could include a “Servamation” / automatic food service / vending machines)
- 1 break room plus service/pantries/vending on each floor
- 1 server room for a single rack

- Building fitness center
- Public-facing elements on lower floors with private administrative functions on upper floors

### Evaluation Criteria

The Evaluation Criteria is as follows:

- Agency Operation
- Rental Rate and Rent Structure
- Location
- Sustainability Requirements

### 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 Department on Disability Services. Please confirm Tenant shall have 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 or New Construction:**

Please provide building name and address. Please provide description of existing conditions, planned additions or detailed description of plans for new construction:

- Confirmation of Building's ADA compliance and any special features which make the Building particularly accessible to people with disabilities including building entrance, common areas, parking, drop-off areas and bathrooms;
- Confirmation that Landlord shall be responsible for maintaining the common areas of the Building in

compliance with applicable ADA requirements;

- 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);
- Description of Building's parking areas and how they can receive vehicles transporting visitors;
- 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; and,
- Please provide a current Tenant Roster / Stacking Plan 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 and Regulatory Affairs ("DCRA");
- Certification of "Clean Hands" from the Office of Tax and Revenues ("OTR");
- 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 eighty thousand to one hundred, ten thousand rentable square feet (80,000 rsf to 110,000 rsf) in contiguous floor area to accommodate 425 FTE employees and

visitors. 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.

<b>Test Fit:</b>	District shall reduce its options to a short list after evaluating all offers. The District shall, respectively, require test fits of the short listed sites. Landlord shall upon the District's request, at its sole cost and expense without any reimbursement from the District provide one test fit for the Premises based upon programming provided by the District. The Test Fit shall include one (1) revision.
<b>Lease Term:</b>	Tenant requests a ten (10) year term beginning on the Rent Commencement Date.
<b>Option to Renew:</b>	Tenant requests an option to extend the term for one (1) additional period of five (5) years.
<b>Lease Commencement Date:</b>	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 when Landlord can deliver the substantially completed Premises. A preference will be given to sites that can deliver a building by June 1, 2016..
<b>Rent Commencement Date:</b>	The Rent Commencement Date shall be the date upon which Tenant commences paying rent after the Rental Abatement Period has elapsed.
<b>Use:</b>	Administrative offices for the District of Columbia Department on Disability Services.
<b>Assignment/Subletting:</b>	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 8:00 pm Monday – Friday (24-hour access for staff).
- Right of First Offer:** Tenant will have the Right of First Offer on any adjacent space that becomes **available** over the Term of the Lease:
- Parking:** Please provide the parking ratio (parking spaces per 1,000 rentable square feet) that will be provided. Please provide cost per parking space on a monthly basis and any scheduled escalations.
- Tenant Improvements:** The District requires a Tenant Improvement Allowance (TIA) of \$110.00 per rentable square foot. The District requires a non-restrictive TIA. 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. Please click the link for DGS’s Workplace Design Guidelines and the Basis of Design Furniture and Finishes: <http://dgs.dc.gov/node/800402>
- If new construction, please confirm that Building and Premises will be delivered as a complete turn-key build-out including FF&E.
- 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 ( Annual Rent including fixed escalations over the full Term of the Lease as defined below).

**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 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.**

<b>Net Rent:</b>	Please propose a Net Rent net of Operating Expenses and Real Estate Taxes. Escalations, if agreed to by the District, will be allowed on the Net Rent only. Do not include any escalation on the Annual Rent.
<b>Operating Expenses:</b>	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.
<b>Real Estate Taxes:</b>	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.
<b>Tenant Improvement Amortization:</b>	The amount of the amortized TIA over the term of the lease shall be included in the Annual Rent. TIA will cover construction, A/E services, programming relocation, FF&E and technology costs. District requires flexibility in the utilization of TIA.
<b>Total ("Annual Rent")</b>	Total of all of the above factors.

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

Net Rent	\$16.00
Operating Expenses	\$ 10.00
Real Estate Taxes	\$ 8.00
TIA Amortization	<u>\$11.00</u>
<b>Annual Rent</b>	<b>\$45.00 RSF</b>

<b>Rental Abatement Period or other Concessions:</b>	Please specify any Rental Abatement Period expressed in months, or other concessions that will be made available to Tenant.
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**C: Location – To be evaluated based on the location’s accessibility for the constituents it serves.**

**Delineated Area:** In the District of Columbia within 1,000 feet of a Metro station with a preference for Metro stations serving multiple lines (preference will be given to buildings within 2 blocks of Metro with a four block maximum).

**Access:** Please briefly describe the proximity (distance to the access point of the Building and note any barriers to easy access such as multi-lane streets or pedestrian bridges) and accessibility to multiple modes of public transportation including color of Metro station(s) and major highway/freeway access proximate to the Building.

**D. Sustainability Requirements**

**LEED Certification:** Building (a) must have received, at minimum: a) U.S. Green Building Council (USGBC) Core & Shell (CS), New Construction & Major Renovations (NC) Certification, or Existing Building Operations and Maintenance (EBOM); **or** (b) Offers must include a feasibility statement for LEED Commercial Interior (CI), Core and Shell (CS), or New Construction (NC), Existing Building Operations and Maintenance. Please describe all awards, designations and/or “green” features offered.

**Submission Format and Due Date**

Please provide one (1) hard copy and two (2) electronic copies on 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 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](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-DDS-2015-02

2000 14<sup>th</sup> Street, NW - 8<sup>th</sup> 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-DDS-2015-02”**

Offers must be submitted to DGS with all required supplemental information and documentation, by **3:00 pm on Thursday, March 5, 2015** in order to be considered.

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

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