

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



**REQUEST FOR SPACE ("RFS")
DGS-RFS-OCTO-2017-13
Office of Chief Technology Officer**

The District of Columbia's Department of General Services is seeking offers for the lease of office space that satisfies the criteria listed below ("Lease"). Preference will be given to offerors that include a purchase option within the Lease. Responsive offers, among other things, should provide a minimum of 20,000 to 25,000 Rentable Square Feet ("RSF") of space in one or two contiguous floors within a single building (details immediately below in Background section). The agency slated to occupy the proposed space is the Office of the Chief Technology Officer ("OCTO").

Background

The Office of the Chief Technology Officer is made up of many departments to develop, implement, and maintain the District's IT and telecommunications infrastructure; develop and implement major citywide applications; establish and oversee IT enterprise architecture and website standards for the District; and advise District agencies on technology solutions to improve services to businesses, residents and visitors in all areas of District government.

Below is a high level overview of the requirement:

Building Type:	Purpose built data center structure
Security Perimeter:	Location would allow for a sufficient security setback from public areas and the construction of a perimeter security fence and/or defensible landscaping
Total Structure SF:	20,000 – 25,000 SF inclusive of data hall, office, storage, security, power and mechanical support areas; preference for a single story structure
Raised Floor Area:	6,000 SF data hall (200 racks @ 30SF/rack)
Utility Power:	1,200 - 2,000 kW – dependent on designed PUE
Critical Power Demand:	1,200 kW (6,000SF @ 200W/SF)
Power Infrastructure:	2N on UPS, generators, and PDU's (critical power components)
Cooling Infrastructure:	N+1 minimum on chillers, pumps, and CRAH units (2N preferred)
Network:	Proximate to DC-Net private network, Verizon, Comcast, and Level 3

Fit Out:	New facility to be delivered rack ready, with ability to have landlord build-out data halls with overhead bus bar, structured cabling, racks, and A/B power circuits.
Operations:	Proposal from landlord/provider should include ongoing facilities management of infrastructure as part of proposal – akin to Turn-key colocation lease.
Delivery:	A new facility needs to be constructed and commissioned, ready for occupancy, no later than January of 2019 if not sooner.

Evaluation Criteria

The Evaluation Criteria are 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 OCTO.

Tenant: The District of Columbia, a municipal corporation, acting by and through its Department of General Services (the “District”).

The District agencies initially occupying the premises will be OCTO. 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 requiring Offeror’s consent.

Building: Please provide building name and address and the following:

- Description of building systems, power infrastructure and KWs to the building (if existing), HVAC system servicing the space, its capacity and additional capacity available within the building;
- Description of building’s security and access control, setbacks from streets, railroads, subways etc.

(preference will be given to buildings that lend themselves to high-level security and controlled access to the Premises);

- Detailed description of maintenance of the premises and the equipment and cleaning;
- Description of current recycling programs;
- Description of energy efficiency programs and equipment;
- Statement as to ADA compliance; and
- Description of any renovations planned for the building, including timeline.

Landlord:

Please provide ownership information including:

- Evidence of control of property and timely availability of the Premises;
- Management structure; and
- Evidence of Offeror's wherewithal to fund ongoing building operations, a tenant improvement allowance and, if applicable, other Premises improvements.

Lenders:

Please provide a detailed description of any lenders with financing associated with the building and any liens and/or ground leases that may or will encumber the building.

Premises:

Please propose 20,000 – 25,000 SF inclusive of data hall, office, storage, security, power and mechanical support areas; preference for a single story structure. Please provide the following:

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

Please note that:

- Offered space must meet the District's requirements for fire, safety, handicapped accessibility, and sustainability.

Test Fit:

Within 10 business days after the submission due date, the District will notify Offerors whose proposals have been short listed by the District for purposes of building tours. After the building tours are complete, the District shall deliver programming requirements to such Offerors and, within 10 business days, each such Offeror shall, at its sole cost and expense, without any reimbursement from the District: provide one test fit for the Premises based upon the programming requirements provided by the District, which shall include one (1) revision to the test fit, together with the architect's detailed pricing notes.

Lease Term:

Fifteen (15) to twenty (20) years.

Option Term:

The District requests an option to extend the term for one (1) additional period of five (5) years.

Rent Commencement Date:

The District shall commence paying rent when the Premises is delivered to the District with any work to be performed by the Offeror completed, as evidenced by a certificate of occupancy. Please confirm Offeror can deliver the substantially completed Premises no later than January, 1 2019 (preference for earlier delivers).

Assignment/Subletting:

Please confirm the District shall have the right, subject to Offeror'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:

The District will require access 24 hours a day, seven days a week.

Parking:

Please reference the availability and type of parking (i.e. structured vs. service and reserved). OCTO requires 15 parking spaces. Please provide the cost per parking space on a monthly basis, including any scheduled escalations in cost.

Turnkey Build-out:

Landlord, at Landlord's sole cost and expense, using mutually agreed upon materials and finishes or making use of the existing improvements, shall build out the Premises based upon a

mutually agreeable specifications (to include a test fit prepared prior to LOI execution) on a “turnkey” basis. Landlord’s architect shall prepare all drawings at Landlord’s expense. The turnkey build out shall cover all hard and soft costs of construction including architectural, engineering fees, Tenant moving costs, furniture, fixtures and equipment, raised floor, cooling infrastructure, power infrastructure, bus bar, structured cabling racks, security, signage, and telecom/data cabling. Landlord and Tenant shall agree to the plan scope and finish level and the same shall be made an exhibit to the lease.

The District shall require that the Offeror build-out the Premises, the Lease shall include a Work Exhibit. The Turnkey Build-out 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), provided that 50% SBE/CBE participation shall be required (rather than 35%). The Work Exhibit shall set forth the foregoing requirement.

Brokerage:

Savills Studley, Inc. is recognized as the exclusive broker representing the District in this proposed transaction. Upon execution of a Lease with the District, Landlord shall compensate Savills Studley, Inc. with a commission equivalent to 3.0% of the Lease value based on the Annual Rent (as defined below) over the initial Lease Term.

Section B. Rental Rate and Rent Structure with Purchase Option– To be evaluated in context of the overall value to the District 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, escalations, etc. Rent structure should be submitted based on the following proposed structure. The District will also consider a fee simple sale or ground lease of the land or fee simple sale of a build-to-suit for this requirement. The terms below are based on RSF.

Net Rent:

Escalations will be allowed on the Net Rent only. Do not include any escalation on the Annual Rent (as hereinafter defined).

Operating Expenses:

The Annual Rent for the first year shall include operating expenses (OpEx). OpEx is subject to annual escalations according to changes in the Consumer Price Index (CPI). The amount of the OpEx for the first

year proposed by Offeror will be subject to verification by the District and may be subject to revision prior to Lease execution.

Real Estate Taxes: The Annual Rent for the first Lease year shall include the "Real Estate Tax Base," which shall be equal to the District's proportionate share of real estate taxes for the building for such first year.

Commencing on the anniversary of the first Lease year, the District will owe its proportionate share of real estate taxes for the building that exceeds the Real Estate Tax Base. The Real Estate Tax Base will be subject to verification by the District and the amount may be subject to revision prior to Lease execution.

Tenant Improvement Allowance Amortization: Annual Rent shall include TIA amortized over the initial Lease Term.

Annual Rent: Total of all of the above factors. Please provide an aggressive, market sensitive rent proposal (**including concessions such as rent abatement**). Please use a full service gross rental structure.

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

Net Rent	\$15.00
Operating Expenses	\$10.00
Real Estate Tax Base	\$ 9.00
TIA Amortization	<u>\$11.00</u>
Annual Rent for first Lease year	\$45.00 RSF

Purchase Option Please propose a purchase option within the initial term of the lease.

C: Location

Preferred Locations: Location would allow for a sufficient security setback from public areas and the construction of a perimeter security fence and/or defensible landscaping.

Submission Format and Due Date

Please provide one (1) hard copy and two (2) electronic copies in Microsoft Word and PDF on a USB flash drive labeled **Office of the Chief Technology Officer**. The offers shall be written 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%200.doc)

Addendum: If it becomes necessary to revise any part of this RFS or if additional data is necessary to enable interpretation of provisions of this RFS, such revisions or additional data will be made available online.

Offers must be hand delivered to:

Department of General Services
ATTENTION: Eric Harris
REFERENCE: DGS-RFS-OCTO-2017-13
2000 14th Street, NW - 8th Floor
Washington, DC 20009
No phone calls please.

Any matters that are not addressed in this RFS and that would further distinguish the Building from other competing buildings should be addressed in your response.

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-OCTO-2017-13."** Offers **must be** submitted to DGS with all required information and documentation by **3:00 pm on August 7, 2017** in order to be considered.

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