

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



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REQUEST FOR SPACE (“RFS”)  
DGS-RFS-CFSA-2014-11  
THE DEPARTMENT OF CHILD AND FAMILY SERVICES

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 located in one building and contiguous on a single floor is preferred. The Office of Youth Empowerment, a division within the Department of Child and Family Services of the District of Columbia, is the organization designated to initially occupy the proposed space.

**Background**

The Office of Youth Empowerment (OYE) was established to address the complex and diverse needs of older youth who are in care with Child and Family Services Agency (CFSA). OYE’s goals and objectives focus on preparing its constituents to transition from foster care to self-sufficient young adults. By engaging youth who are developmentally ready and often eager to actively participate in their respective planning and decision making processes, OYE creates a unique advantage for ensuring positive outcomes. In effect, OYE specialists help youth self-determine the services that are most appropriate for meeting their respective needs and reaching their goals. The District’s vision for the new OYE environment is to provide a welcoming and suitable space for the older youth and their families. The Premises shall feature administrative offices, and safe and adequate space for direct services, programs and after-school activities that are accessed by OYE’s core constituents.

**Evaluation Criteria**

The Evaluation Criteria is as follows:

- A. Agency Operation
- B. Rental Rate and Rent Structure
- C. Location
- D. 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.

<b>A. Agency Operation:</b> To be evaluated based on the suitability of space to meet the operational needs of the agency.
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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 Office of Youth Empowerment ("OYE"). 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: 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;
- Detailed description of maintenance and cleaning if to be provided by Landlord, or specify that Tenant shall contract directly for such services; and
- ADA compliance and confirmation that Landlord shall be responsible for maintaining the common areas of the Building in compliance with applicable ADA requirements. Please provide information regarding ADA access and a description of the bathrooms, including ADA compliance.

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 Regulatory and Consumer Affairs (DCRA).

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 twenty-two thousand, five hundred rentable square feet (22,500 rsf) of contiguous floor space (all building types will be considered). 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 upon Tenant's request, at its sole cost and expense without any reimbursement from Tenant, provide one test fit for the Premises based upon programming provided by Tenant. The Test Fit shall include one (1) revision and the architect shall be required to submit detailed pricing notes along with the Test Fit.

Lease Term: 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.

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 between June 15, 2015 and December 31, 2015.

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: OYE Administrative offices, counseling services and direct programs.

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: District building hours for leased premises are 7:00 am to 7:00 pm Monday through Friday; and 9:00 am to 2:00 pm on Saturdays. However, OYE staff requires 24-hour access to the premises on a limited basis.

Parking: Minimum of 5 parking spaces for government vehicles and up to a total of 25 parking spaces (of which 20 spaces will be available for employee and program partner parking). Please provide cost per parking space on a monthly basis and any scheduled escalations.

**Tenant Improvements:** The District will give a preference to Landlords willing to provide a turnkey build-out per the District's specifications to be included in the LOI. Since the actual improvement cost will depend on the condition of the building and the final program, Landlord may propose a tenant improvement funding formulae to be amortized into the rent. If Landlord prefers to provide a Tenant Improvement Allowance (TIA), 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.

**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. a four percent (4.0%) commission.

<p><b>B. Rental Rate and Rent Structure:</b></p>	<p>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.</p>
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**Net Rent:** Please submit a Net Rent net of Operating Costs 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.

**Operating Expenses:** 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 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.

**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	\$11.50
Operating Expenses	\$ 8.00
Real Estate Taxes	\$ 8.00
TI Amortization	<u>\$ 8.00</u>
<b>Annual Rent</b>	<b>\$35.00</b>

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 accessibility of location for all the constituents the Agency serves.

**Delineated Area:** Within 1 to 2 blocks of a Metro Bus, or Circulator stop that connects directly to a Metro Subway Station; and access to other public assets; i.e., District Department of Parks and Recreation facilities, neighborhood amenities, and cultural hubs. 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 Subway route and major highway / freeway access proximate to the Building.

**D. Sustainability Requirements** Implement Energy Star Guidelines for an existing building, or new construction is the minimum requirement. However, this minimum requirement is subject to applicable District laws related to Sustainability (with respect to energy consumption, stormwater management and waste management) and LEED (Leadership in Energy and Environmental Design) thresholds for District sites with spaces equal to the rentable square feet specified in this RFS.

**Submission Format and Due Date**

Please provide two (2) hard copy versions, and digital versions submitted on compact disc in the following forms: Microsoft Word version **AND** PDF. All documents must be presented in hard copy or digital form, written 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 in hard copy and digital form must be hand delivered in one package to:

**Department of General Services**  
**ATTENTION: S.E. Ponds**  
 REFERENCE: **DGS-RFS-CFSA-2014-11**  
 2000 14<sup>th</sup> Street, NW - 8<sup>th</sup> Floor  
 Washington, DC 20009  
**No phone calls please.**

Facsimile offers **will not** be accepted. Each offer shall be submitted in a sealed envelope conspicuously marked: **“Offer in Response to DGS-RFS-CFSA-2014-11”**

Offers received by DGS on or before October 30, 2014 in response to DGS-RFS-CFSA-2014-09 (“DGS-RFS-CFSA-2014-09 Proposals”) will be evaluated among the offers submitted for **this** RFS. However, at the Offerors discretion DGS-RFS-CFSA-2014-09 Proposals may be revised and submitted. All new and revised offers must be submitted to DGS with all required supplemental information and documentation, by **3:00 pm, December 16, 2014**, else the offer will not be considered.

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