

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



REQUEST FOR SPACE (“RFS”)

**DGS-RFS-DCPL-2017-10-01**

**Martin Luther King Jr. Memorial Library Interim Passport Office and Labs Hub**

The District of Columbia’s Department of General Services (“DGS”) is seeking offers for the lease of office or retail space that satisfies the criteria listed below. Responsive offers should, among other things, provide space that is contiguous within one building. The District of Columbia Public Library (“DCPL”) is the agency which will 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 such renovation, DCPL will separate and relocate:

1. Its authorized United States Passport Acceptance Facility (“Passport Office”) ; and,
2. Its popular Labs space, including the Fab Lab, Studio Lab and Memory Lab (collectively, “Labs”).

During the MLK Library renovation period, the Passport Office will be a walk-in customer service center and the Labs will offer emerging technologies for use and instruction on both a walk-in and appointment basis. The purpose of this RFS is to identify one location ranging from 2,000 square feet up to 2,500 square feet of contiguous first floor/ retail space that is suitable for the District to lease for these public facing activities (“Premises”). Therefore, it is the District’s intention to enter into one lease agreement (“Lease”). Offerors may propose one or more locations in response to this RFS. Ideal space shall be located in a prime commercial office/retail district with attractive, prestigious, and professional surroundings with a prevalence of modern design and/or tasteful rehabilitation.

**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 DCPL.

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

The District agency initially occupying the Premises will be DCPL. The Passport Office works in partnership with the United States Department of State to accept passport applications, as well as process new applications and provide photographic services for applicants on a walk-in basis. Information about the Labs can be found at: <http://www.dclibrary.org/labsatdcpl>. 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, 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 Premises);
- 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;
- 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;
- Certificate of Good Standing from the Department of Consumer and Regulatory Affairs (“DCRA”);
- Management structure; and
- Evidence of Offeror’s wherewithal to fund ongoing building operations and, if applicable, Premises improvements and a tenant improvement allowance.

**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 from 2,000 square feet up to 2,500 square feet of contiguous first floor space to accommodate a DCPL Interim Passport Office and Labs Hub. 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:

- Subleases will be considered;
- Offered space must meet the District’s requirements for fire, safety, handicapped accessibility, and sustainability;
- Preference will be given to ground floor retail level space with heavy foot traffic. However, upper floor space would also be considered; and
- Preference will be given to premises within 1 to 2 blocks from the nearest Metro station.

**Test Fit:**

Within 10 business days after the submission date, the District will notify Offerors whose proposals have been short listed by the District. 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: (a) 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; and (b) schedule a tour of the proposed site for District stakeholders. The programming requirements will include secure back office work areas; customer service transaction counters; document processing and production spaces; public waiting room; and separate ADA compliant restroom facilities for the public and DCPL employees.

**Lease Term:** Five (5) years with termination for convenience clause after Three (3 ) years.

**Option Term:**  
Not applicable.

**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 ON OR BEFORE \_\_\_\_\_, 2017.

**Use:** Primarily a customer service facility and administrative office and any other lawful use.

**Amenities:** Please describe the amenities or special services that will be available in your building (deli, building conference rooms, teleconferencing, health club, security escort services, day care, etc.)

**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:** Required building hours are 7:00 am to 9:00 pm, Monday through Friday; and 9:00 am to 6:00 pm on Saturday, and 12:00 pm to 6:00 pm on Sunday. However, the District's employees shall require 24-hour Premises access for 52 weeks per year.

The District shall have the right to utilize Offeror's card access system to the building and building elevators and shall be

provided with a sufficient number of access cards for each DCPL employee.

**Parking:**

Please reference the availability and type of parking (i.e. structured vs. service and reserved), the ratio of spaces per 1,000 rentable square feet in the building, the number of spaces to be assigned to the District for its employees, and the cost per parking space on a monthly basis, including any scheduled escalations in cost.

**Tenant Improvement Allowance:**

Offerors may elect to propose a Tenant Improvement Allowance ("TIA"). If a TIA is offered, 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 Offeror to contract for the build-out of the space.

If the District requests that the Offeror build-out the Premises, the Lease shall include a Work Exhibit. In such event, the TIA 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 Exhibit shall set forth the foregoing requirement.

**Brokerage:**

The District has not retained a broker for the purposes of leasing the Premises. Offeror shall, at its sole expense, compensate any and all brokers claiming under or through such Offeror and shall indemnify the District with respect to any such claim.

<p><b>Section B. Rental Rate and Rent Structure</b> – 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 (if applicable), rental abatement period, escalations, etc. Rent structure should be submitted based on the following proposed structure. The terms below are based on rentable square feet.</p>
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**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 (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:** If applicable, Annual Rent shall include TIA amortized over the initial term of the Lease.

**Annual Rent:** Total of all of the above factors. Please provide an aggressive, market sensitive rent proposal (including concessions). 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	\$ 8.00
Real Estate Tax Base	\$ 5.00
TIA Amortization	<u>\$10.00</u>
<b>Annual Rent for first Lease year</b>	<b>\$38.00 RSF</b>

<b>C: Location</b> – To be evaluated based on the location’s accessibility to the constituents it serves.
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**Proximity to Public Transit/Preferred Locations:** Briefly describe the proximity (distance to the access point of the building) and accessibility to multiple modes of public transportation, including color of metro train line and major highway/freeway access proximate to the building.

The following are preferred locations:

1. U Street N.W. Corridor
2. Gallery Place/Penn Quarter
3. NOMA
4. Dupont

**Submission Format and Due Date**

Please provide one (1) hard copy and two (2) electronic copies (via a USB drive) in Microsoft Word and PDF labeled **Martin Luther King Jr. Memorial Library Interim Passport Office and Labs Hub**.of the proposal portion of the submittal, which shall be limited to a maximum of twenty-five (25) pages excluding Appendices, single sided in 12-point font size on 8.5"x 11" paper.

Offers must also include **signed** DC DGS FORM S-103. Note the links to these form are:

[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)

**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: Ikenna Udejiofor**  
REFERENCE: DGS-RFS-DCPL-2016-10-20  
2000 14<sup>th</sup> Street, NW - 8<sup>th</sup> 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-DCPL-2017-10-01."** Offers **must be** submitted to DGS with all required information and documentation by **3:00 pm on Thursday February 11 , 2017** in order to be considered. **NO EXCEPTIONS.**

*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.*