

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES (DGS)**



REQUEST FOR SPACE (“RFS”)

The District of Columbia’s Department of General Services (DGS) is seeking offers of buildings or space that satisfy the following criteria. Offered space must be contiguous within the building. The initial occupant for the space is a DC Department of Human Services (DHS) Service Center:

DHS Service Center staff members determine or re-certify the eligibility of low-income DC families and individuals for social service assistance. Services include:

- Temporary Assistance to Needy Families (TANF),
- General Public Assistance for Children (GPA),
- Interim Disability Assistance (IDA),
- Medicaid, Alliance, Food Stamps, Refugee Services, and Burial Assistance.

Space Requirement:

- **Space Footage Requirement:** Approximately 20,000 SF. As part of turnkey delivery, Offeror must program agency to determine exact square footage requirement. Actual square footage may vary from 20,000 SF, but in no event will be less than 15,000 Square Feet
- **Location of Space:** Ward 7
- **Term:** 10 year term, with one 5-year option
- **Delivery:** January 2013,
- **Use:** General Office and Customer Service Center
- **Delineated Area:** Space to be located no more than 2,000 feet from District of Columbia public transportation
- **Parking:** A minimum of 20 spaces

Rental consideration should be based on the following structure (per RSF):

Example of required rent structure:

Net Rent	\$20.00
Operating Costs	\$ 7.00
Real Estate Taxes	<u>\$ 3.00</u>
Total (“Annual Rent”)	\$30.00

Net Rent Escalations, if agreed to by the District, will be allowed on the net rent only.

Operating Costs The amount included in the Annual Rent for the first year Operating Costs. Operating Costs are subject to annual escalations according to changes in the

Consumer Price Index (CPI). First year Operating Costs to be verified by the District and the figure revised accordingly prior to lease execution.

Real Estate Taxes

The amount included in the Annual Rent for 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 portion of the building occupied by the District. Commencing on the anniversary of the first lease year, District will owe its proportionate share of Real Estate Taxes for the Building above the Real Estate Tax Base. The Real Estate Tax Base will be verified by the District and the figure revised accordingly prior to lease execution.

Total (“Annual Rent”)

Total amount of all above categories. **Do not include** any escalation on the Annual Rent.

- **Building Hours:** Minimum building hours are 6 am to 8 pm Monday, Tuesday, Thursday and Friday; 6 am to 10 pm on Wednesday, and 8 am to 4 pm on Saturday.
- **Test Fit:** It will be a condition of any best and final submission that the Offeror provide a test fit, at Offeror’s sole expense, based on programming data provided by DGS.

In addition to the information above, please include the following.

- 1- Building name and address
- 2- Ownership information
- 3- Contact information and e-mail address for owner’s representative
- 4- Floor plans delineating specific floors and square footage on each
- 5- Describe any amenities the building has such as a gym or restaurant
- 6- Describe the condition of space
- 7- Describe any proposed building renovations
- 8- Describe current recycling programs
- 9- Describe energy efficient programs and equipment
- 10- Common area factor

CRITERIA FOR EVALUATION:

Evaluation and selection will be based upon all of the following criteria and what is in the best interest of the District. Offers will be evaluated based on the criteria listed above. In addition, the District will consider the following factors:

Agency Operation: Is the space suitable to meet the operational needs of the agency?

Rate: Is the proposed Annual Rental Rate competitive according to current market conditions?

Location: Does the proposed site provide a central location for all citizens that it serves?

Delivery Dates: Will the allotted time for the build-out coincide with delivery time of January 2013?

Sustainability: Projects exhibiting significant achievement to reduce the environmental footprint and exhibit conservation of energy, water, or construction materials of the facility will be given additional consideration as a benefit to the District. Significant sustainability efforts include:

- Documentation of existing buildings achieving at minimum USGBC LEED Core & Shell (LEED CS),
- Documentation of New Construction & Major Renovations achieving (LEED NC) Certification, or LEED for Commercial Interiors (CI)
- A commitment statement indicating that the building plans to achieve LEED for Commercial Interiors (CI), LEED CS, or LEED NC
- An Environmental Impact Description detailing the building's sustainable features (e.g. Water conserving fixtures, High Efficiency HVAC systems, Energy Efficient lighting, Alternative energy equipment, etc...)

SUBMISSION REQUIREMENTS:

Please provide five (5) hard copies of the written offers in 12-point font size on 8.5"x 11" paper. Offers must also include **signed** DC FORM S-103 attached to this RFS. Offers must be hand delivered to:

Department of General Services
ATTENTION: Charleen Ward
REFERENCE: **DGS-RFS-2012 -1**
2000 14th Street, NW - 8th Floor
Washington, DC 20009
No phone calls please.

Electronic and facsimile Offers will not be accepted. Each Offer shall be submitted in a sealed envelope conspicuously marked: **"Offer in Response to DGS-RFS-2012 -1."**

Offers, with all required supplemental information and documentation, must be submitted to DGS by **Thursday, May 31, 2012 at 5:00 p.m.** to be considered.

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