

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



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REQUEST FOR SPACE (“RFS”)  
DGS-RFS-DMV-2015-01-A  
THE DEPARTMENT OF MOTOR VEHICLES – ADJUDICATION 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. Further, the District’s preference is that the space provided is contiguous, on a single floor. Adjudication Services, a division within the Department of Motor Vehicles of the District of Columbia (“DMV”), is the organization designated to initially occupy the proposed space.

### Background

Adjudication Services, which is part of DMV, is the division that provides hearings on parking tickets, photo enforcement tickets, and minor moving (traffic) violations issued in the District of Columbia. Driver license suspension, revocation, and reinstatement hearings are also conducted at Adjudication Services. **The space requirement for Adjudication Services’ business operations is approximately thirty thousand rentable square feet (30,000 rsf). Offerors have the option of providing an additional ten thousand rentable square feet (10,000 rsf) that the DMV will utilize as a storage facility.** The programmatic elements consist of the following:

- 8 Windowed Offices (with reception for 2)
- 25 Hearing Rooms (~400 SF)
- 125-seat Waiting Room
- 20 Service Windows
- 8 Workstations
- Lounge (~800 SF)
- 25-seat Training Room
- Employee Lockers
- Employee kitchen / break room
- Restrooms (employee/public separated)
- plus an additional 10,000 SF of storage (**OPTIONAL, NOT REQUIRED**, but please provide information if available)

### 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 DMV Adjudication Services (“DMV”). 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 Build-to-Suit: Please provide building name and address. Please provide:

- Building size and age;
- 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;
- 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; and,
- Stacking plan of other building tenants.

Landlord: Please provide ownership information including:

- Evidence of control of property and timely availability of the Premises; and,
- 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

**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 Thirty Thousand rentable square feet (30,000 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:** Tenant 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 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.

**Lease Term:** Ten (10) to fifteen (15) year term beginning on the Rent Commencement Date.

**Option to Renew:** 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:** DMV Administrative offices, hearing rooms and DMV service functions.

**Assignment / Subletting:** 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 6:00 pm Monday through Friday; and 9:00 am to 2:00 pm on Saturdays. However, DMV staff requires 24-hour access to the premises on a limited basis.

**Parking:** A minimum of 30 parking spaces for employees. Preference will be given to Offers that can provide ample visitor parking including handicap parking spaces and parking spaces reserved for police cruisers. Please provide cost per parking space on a monthly basis and any scheduled escalations and the daily rates for the visitor parking.

**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> 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. Please provide a formula Landlord will use to amortize the Tenant Improvement Allowance into the Rent. The District estimates the build-out will cost \$110 to \$130 / RSF assuming a warm lit shell.

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	\$18.00
Operating Expenses	\$ 8.00
Real Estate Taxes	\$ 8.00
TI Amortization	<u>\$ 11.00</u>
<b>Annual Rent</b>	<b>\$45.00</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 4 blocks of 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 Train Line 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 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-DMV-2015-01A**  
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-DMV-2015-01A"**

Offers must be submitted to DGS with all required supplemental information and documentation, by **3:00 pm, Thursday, March 5, 2015**, else the offer will not be considered.

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