



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

**REQUEST FOR SPACE
DGS-RFS-2013-04**

DC Health Benefit Exchange Authority

The District of Columbia's Department of General Services (DGS) is seeking offers of office space "Premises" that satisfy the criteria below. Responsive offers, among other things, provide for contiguous space within the building. The initial occupying agency for the space is the **DC Health Benefit Exchange Authority (HBX)**.

HBX is an online marketplace for District residents and small businesses to enroll in private or public health insurance options. Enrollment in the HBX will begin October 2013, with coverage starting January 1, 2014. In addition, HBX will allow individuals and small businesses to compare health plans, to learn if they are eligible for tax credits for private insurance or health programs, for example DC Healthy Families/Medicaid, and to enroll in a health plan that meets their needs. HBX will not provide direct services at this location.

Space Requirements

- **Premises Requirements:** Approximately 15,000 rentable square feet – actual size will be based on final programming.
- **Term:** 10 year term, with one 5-year option
- **Delivery:** March, 2014
- **Use:** Headquarters for HBX
- **Delineated Area:** Space located in Ward 2 or 6, Downtown DC Central business District (CBD) or NoMa and within a 1,500 feet radius of a Metro subway station. HBX requires easy access for the public.
- **Access:** HBX staff may require accessibility to the Premises after normal business hours, on a limited basis.
- **Parking:** Reserve parking for a minimum of 20 vehicles.

- **Tenant Allowance:** The District requires at least a \$75.00 PSF Tenant Improvement Allowance (TIA).
- **Building Hours:** Minimum building hours are 7 am to 7 pm Monday through Saturday.
- **Test Fit:** Offeror is required to provide a test fit, at offeror’s sole expense, based on programming data provided by DGS.

Rent Structure

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

Net Rent	Escalations, if agreed to by the District, will be allowed on the net rent only. <u>Do not include</u> any escalation on the Annual Rent.
Operating Costs	The amount included in the Annual Rent for the first year Costs of operating the Premises and common areas “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 confirmed or revised accordingly prior to lease execution.
Real Estate Taxes	The amount included in the Annual Rent for the “Real Estate Tax Base” is based upon the actual real property and Business Improvement District (BID) taxes (the “Real Estate Taxes”) for the building if occupied entirely by the District 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 confirmed or revised accordingly prior to lease execution.
Tenant Improvement Amortization	The annual amount of the amortized TIA over the term of the lease. TIA will cover construction, A/E services, programming, relocation, FF&E and technology costs. Flexibility in the utilization of TIA is paramount.
Total (“Annual Rent”)	Total of net rent, Operating Costs, Real Estate Taxes and amortized TIA.

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

Net Rent	\$11.50
Operating Costs	\$ 8.00
Real Estate Taxes	\$ 8.00
TI Amortization	<u>\$ 7.50</u>
Total (“Annual Rent”)	\$35.00

Sustainability

- **LEED Certification:** Building (a) has received, at minimum, U.S. Green Building Council (USGBC) Core & Shell (CS) or New Construction & Major Renovations (NC) Certification; or (b) Offers include a feasibility statement for LEED Commercial Interior (CI), Core and Shell (CS), or New Construction (NC).
- **Energy Star:** Building has an ENERGY STAR rating of 75 or above. If building is not ENERGY STAR rated above 75, Offeror agrees to achieve an ENERGY STAR rating of 75 or above within 12 months of the lease's commencement date.

Additional Submission Requirements

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

- 1) Building name and address,
- 2) Offeror information including proof of registration; to conduct business in the District,
- 3) Contact information and e-mail address for Offeror 's representative,
- 4) Floor plans delineating specific floors and square footage on each,
- 5) Description of any amenities the building has such as a gym or restaurant,
- 6) Description of the condition of space,
- 7) Description of any proposed building renovations,
- 8) Description of current recycling programs,
- 9) Description of energy efficiency programs and equipment,
- 10) Common area factor,
- 11) Evidence of control of property and availability of the space for immediate use,

Criteria for Evaluation:

Offers will be evaluated based on the following:

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 an easily accessible location for all citizens that it serves?

Delivery Dates: How quickly will the space will be available?

Sustainability: Does the proposed site meet the sustainability requirements?

Submission Format and Due Date:

Please provide three (3) hard copies of the written offers in 12-point font size on 8.5”x 11” paper. Offers must also include **signed** DC DGS FORM S-103; *please download a copy of FORM S-103 at dgs@dc.gov* to attach to this RFS. Offers must be hand delivered to:

Department of General Services
ATTENTION: Mattie Rogers
REFERENCE: **DGS-RFS-2013-4**
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-2013-4”**

Offers, with all required supplemental information and documentation, must be submitted to DGS by **June 1, 2013**, to 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, without any liability whatsoever.