

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



COMMERCIAL REAL BROKERAGE SERVICES

DCAM-16-NC-0096

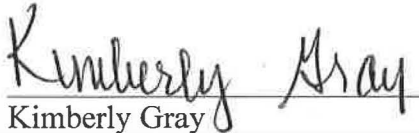
Addendum No. 2
Issued: April 8, 2016

This Addendum No. 2 is issued by DGS on April 8, 2016. Except as modified herein, the Request for Qualification (RFQ) remains unmodified and is hereby published on the DGS website

Item # 1 Pre-proposal Conference Sign In Sheet. **See Attachment A**

Item # 2 DGS Portfolio Management Power Point Presentation. **See Attachment B**

All other terms and condition remain unchanged.



Kimberly Gray

Supervisor, Goods and Services



Date

- End of Addendum No. 2 -



Commercial Brokerage/Tenant Representative Services

Pre-proposal Conference

(Set-aside for CBE Participation Only)

Solicitation No: DCAM-16-NC-0096

April 6, 2016

Sign-in Sheet

1. Name: RICK GERSTEN Phone: 202.246.9534
Company: URBAN IGLOO, LLC
Email Address: RICK@URBANIGLOO.COM

2. Name: Lee Smith Phone: 202-688-2449 x533
Company: Peak Strategy Group, LLC
Email Address: LSmith@PeakLG.com

3. Name: Clifford Cooper Phone: 202-246-2270
Company: COOPER & ASSOCIATES
Email Address: CLIFFORD@COOPERANDASSOCIATES.COM

4. Name: Feraj Whalen Phone: 202-487-9515
Company: Mentek Group / KW Commercial
Email Address: Feraj@kw.com



Commercial Brokerage/Tenant Representative Services

Pre-proposal Conference

(Set-aside for CBE Participation Only)

Solicitation No: DCAM-16-NC-0096

April 6, 2016

Sign-in Sheet

1. Name: Pam DuBois Phone: 202 371-1333
Company: Bolan Smart Associates
Email Address: pam.dubois@bolansmart.com

2. Name: _____ Phone: _____
Company: _____
Email Address: _____

3. Name: _____ Phone: _____
Company: _____
Email Address: _____

4. Name: _____ Phone: _____
Company: _____
Email Address: _____



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Managing Member

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Attachment B



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REQUEST FOR PROPOSALS
Commercial Real Estate Brokerage and Advisory
Services

Pre-Proposal Conference: Wednesday April 6, 2016
at 10:00 am

Frank D. Reeves Center
2nd Floor Community Room
2000 14th Street, NW
Washington, DC 20009

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Agenda

1. Introductions
2. Speaker - Associate Director, DGS Portfolio
3. Procurement Schedule
 - RFP Issued - March 30, 2016
 - Pre-Proposal Conference - April 6, 2016 at 10:00 am
 - Last Day for Questions/Clarifications - April 13, 2016
 - Proposal Due Date - April 28, 2016 at 2:00 pm
4. Service Description
5. CBE Compliance
6. Evaluation and Award Criteria (Section D.4.3 of RFP)
 - Experience (40 points)
 - Key Personnel (40 points)
 - Management Plan and Schedule (80 points)
7. Questions & Answers

Speaker

Mr. J. Forest Hayes,
Associate Director- Portfolio Division
Department of General Services

- Serves as the senior real estate official with management oversight of 30 Million square feet of owned and leased real estate.
- Responsible for the management and acquisition of over 3 million square feet of contracted lease space for 84 agencies throughout all eight Wards.
- Oversees a broad range of real estate management functions which include: real property acquisitions by purchase or lease, disposes of property through sale or lease, implementation of strategic real estate plans.
- Works with members of Client-Agency management to forecast client real estate requirements during budget cycles and oversee input of budget data,
- Identifies and develops plans for the District's short, medium and long-term real estate needs
- Coordinates the resources necessary to meet those needs, ensures that the Smart DGS database is maintained, and provides building management services for facilities.



Presenters

Ms. Elouise Fripp,
Contract Specialist
Department of General Services

Ms. Rosemary Scruggs-Evans,
CBE Compliance Monitoring
Specialist
Department of General Services

Mr. Ikenna Udejiofor,
Realty Specialist- Portfolio Division
Department of General Services

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Portfolio Management Division

SUMMARY OF SERVICES

- Space Allocation
- Fixed cost forecasting
- Oversee Leasing (Tenant : Landlord)
- Portfolio Strategy
- Acquisition : Disposition
- Lease Administration
- Charter School Portfolio
- Strategic Planning

Portfolio Statistics

- Manage 15 million square feet (excludes school inventory)
- 3.2 million square feet of leased space.
- 64 Active leases
- Approx. 700 K SF of leases expiring FY16 - FY17
- Completed Transaction FY14 - FY15 YTD for approx. 150 K SF.

Notwithstanding the foregoing approximations, the above projected workload numbers are estimates only and DGS provides no assurances regarding the maximum number of Work Orders or hours required.

Tenant Representation

- Identify Space
- Analyze offer and make Recommendations
- Assist with Negotiation
- Assist with Coordination of Process
- Market Research

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Portfolio Advisory & Consulting Services

- Evaluate Properties
- Portfolio Strategy
- Disposition / Surplus assets
- Comprehensive Space Utilization

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Portfolio Document Preparation Services

- ❑ Prepare and negotiate leases and prepare other real estate documents
 - Term sheet/letter of intent
 - District legal requirements generally
 - DGS legal staff oversight

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- Work Directly with Portfolio Management and Department Legal staff to prepare documents in accordance with forms provided by DGS
 - Changes to forms
 - Council approval

- DGS legal staff shall review for legal sufficiency and approve any document produced by the Real Estate Consultant.
 - Legal Staff – Office of the Attorney General
 - Execution

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- ❑ Lease Administration Consultant work directly with Portfolio Management and Contract and Procurement staff to
 - Evaluate required documents,
 - Adhere to Small Business Enterprises and Certified Business Enterprises compliance regulations (as such are defined under D.C. Code Section 2-218.02),
 - Compliance with CBE Utilization Plans in accordance with forms provided by DLSBD.

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- Charged with monitoring both public and private projects and contracts per D.C. Official Code § 2-218.46: Performance and subcontracting requirements for Tenant Improvement Allowance on construction contracts; subcontracting plans.

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Questions and Answers Session



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Additional Questions concerning this Request for Proposals may be directed to Ms. Elouise Fripp, Contracts Specialist, electronically at elouise.fripp@dc.gov. All questions regarding this RFP will be answered if received by 4:00PM, Tuesday, March 15, 2016 to allow ample time for distribution of answers and comments to this RFQ on our website <http://dgs.dc.gov/>



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