

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DEPARTMENT OF GENERAL SERVICES



Solicitation for Offers (SFO)
for the Leasing of Bridge Housing Sites for the
District of Columbia Department of Human Services (DHS)

Issued: April 14, 2017

Issued by:

The Government of the District of Columbia
Department of General Services (DGS)

ATTN: Charleen Ward
2000 14th Street NW, 8th Floor
Washington, DC 20009

www.dgs.dc.gov

The mission of the Department of General Services (DGS) is to elevate the quality of life for the District with superior construction, first-rate maintenance and expert real estate management. By building and maintaining safe and green state-of the art facilities which foster economic growth and elevate educational environments, our trusted and skillful employees create modern and vibrant communities across all of the District of Columbia.

Solicitation for Offers (SFO)

Leasing of Multifamily Housing to Provide Overflow Capacity for the District of Columbia Department of Human Services (DHS)

I. Introduction & Purpose

On behalf of the District of Columbia's Department of Human Services (DHS), DGS is seeking multifamily properties to lease in order to provide bridge housing to meet the need for families experiencing housing emergency. As the District advances the reform of its system of care for families who experience homelessness, there is a need for overflow capacity beyond the city's inventory of short term housing.

Families in need of temporary housing are District residents who need assistance to obtain permanent housing. DHS seeks to identify sites in the Washington, DC area which can immediately provide 1 bedroom, 2 bedroom and/or 3 bedroom apartment style living units that are move- in ready for families experiencing an episode of homelessness. Innovative solutions such as renovation, restoration or transformation of an existing space which will address the critical needs are welcomed.

II. Explanation of Use

DHS will use the offered properties as housing units for families. A "Focused Housing" model which will create temporary housing facilities (ideally targeted to no more than 50 and no less than 15 contiguous units per site) is being implemented. However, the District is able to entertain some flexibility in that target number. A portion of the building's footprint should be available to be utilized for program support spaces, which may be provided in the form of additional apartment units. Supportive services will be provided on site and will be geared toward supporting families to achieve housing stability, improving quality of life and working to sustain self-sufficiency. Ideally, such program support spaces may include amenities such as a community room (450 sq. ft.), administrative area (5 offices, 130 to 150 sq. ft. each), on-site laundry facility (315 sq. ft. – approximately 4 washers/4 dryers is preferred), and parking for the staff. Such amenities are desired but not required for this Solicitation. Property owners will provide property management of the property. *Partially occupied buildings will not be accepted.* However, sites/properties which include multiple buildings may be considered.

III. Criteria for Evaluation

All offers will be considered on an ongoing basis. A Technical Evaluation Committee will evaluate each proposal on a case by case basis. Offers will be evaluated on the Selection Criteria provided within this SFO. The District's requirements are as follows:

Building Type & Size

A multifamily building or complex that has a minimum of 15 units and a maximum of 50 units on one site. Proposals that include entire buildings with 25-50 units will be given the highest consideration. *However, opportunities which allow for less than 15 units may also be suitable in certain locations.* The District will consider any 1, 2 and 3- bedroom units and in some cases studio units. Ideally, the District would like to secure sites that already function and operate as residential/multifamily buildings; however the District is open to the possibility of alternative uses that can be converted to residential units as well as new construction.

A. **Location**

Property location(s) can be dispersed throughout the District of Columbia. All Wards within the District will be considered.

B. **Improvements**

Property owners will deliver a completed turn-key project to the District, and will be responsible for the repair, maintenance and turnover of the units. Improvements are to include: *Security Specifications, Furniture, Fixtures and Equipment, and will be negotiated based on each property,* with proposals that include these items given the highest consideration

C. **Transportation**

Property location(s) should be within 1 to 2 blocks of a Metro Subway Station, but sites within 3 to 4 blocks of a Metro Bus Stop or Circulator Stop which connects directly to a Metro Subway Station will also be considered.

D. **Parking**

On-site parking for Administrative Staff and Service Providers who will manage the daily needs of the residents is preferred (Bonus)

E. **Terms**

The District will enter into a 2 to 3 year lease (with lease extension options).

F. **Management**

Property owners will provide on-site management of residence.

G. **Access**

The District will require 24-hour access to the property during the duration of the lease.

H. **Rental Rate**

The rental rate for the property should be reflective of the competitive market value.

I. **Timing**

The District of Columbia will enter into master leases for the selected properties as soon as practically possible.

IV. Selection Criteria

A Technical Evaluation Committee will evaluate each proposal on a case by case basis. This solicitation will remain open until DHS has satisfied its request for properties. The District will evaluate each submission based on the following questions listed below, which also coincide with its requirements listed in Section V below.

- 1) Is the space suitable to meet the operational needs of the agency?
- 2) Is the proposed Rental Rate competitive according to current market conditions?
- 3) Does the proposed site provide an easily accessible location for all citizens that it serves? What is the proximity and accessibility to multiple modes of public transportation?
- 4) What is the proposed project schedule? How quickly will the space be available?

V. Submission

A. Submission Content

All offerors should also provide a written narrative (not to exceed three pages) providing the following:

- 1) Address and name, if applicable, of all offered properties, including Ward number and zoning classification.
- 2) Name and contact information for each property's current owner.
- 3) Floor plans delineating specific floors to include square footage.
- 4) Total number of units. Number of unit types (e.g., 1 bedroom, 2 bedrooms, 1 bath, 2 baths, etc.)
- 5) Provide square footage of each individual unit type.
- 6) Provide total building square footage.
- 7) A copy of an official document showing ownership of all offered properties.
- 8) Photos (interior/exterior) of all offered properties.
- 9) A description (single, tandem spaces etc.) of parking available at the offered properties, including the number of spaces.

- 10) A description of any property amenities.
- 11) A description of the condition of the space to include building operating systems.
- 12) If building/units need rehabilitation or construction, please describe scope of work to be completed.
- 13) Provide a project schedule identifying critical tasks to include when the units will be available.
- 14) Describe how the “program support space” needs of DHS described above will be satisfied within the building.
- 15) Provide written responses to questions listed in Section IV of this SFO.

B. Submission Requirements and Format

Offerors must supply four (4) hard copies of the written narrative with all supporting documents by hard copy. Offers must be 12-point Arial font size on 8.5”x 11” paper to include an electronic copy of their submission in a .pdf format. Offers must also include **signed DC DGS FORM S-103 attached to this SFO.**

Offers should be mailed or hand delivered to:

Department of General Services
ATTENTION: Charleen Ward
REFERENCE: DGS-SFO-2017 – 1
2000 14th Street, NW - 8th Floor
Washington, DC 20009

No phone calls please. All questions should be sent via email to charleen.ward@dc.gov. Responses will be provided on the DGS website located @ <http://dgs.dc.gov>.

Electronic and facsimile offers will not be accepted. Each offer shall be submitted in a sealed envelope conspicuously marked: **“Offer in Response to DGS-SFO-201 - 1.”**

Offers, with all required supplemental information and documentation, must be submitted to DGS 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 as it may deem necessary, appropriate, or beneficial to the District.