



Solicitation for Offers (SFO)  
for the Acquisition of Housing Properties for the  
District of Columbia Department of Human Services (DHS)

**Issued: September 26, 2014**

Issued by:  
The Government of the District of Columbia  
Department of General Services (DGS)  
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**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)**

#### **Acquisition of Family Housing Properties 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) the Department of General Services (DGS) is seeking properties to use as emergency housing units for families. The District of Columbia is required, under District law, to provide shelter for homeless residents when the temperature drops below freezing. The District of Columbia is committed to protecting families and individuals who are homeless from extreme weather injury by meeting the demands for shelter during hypothermia seasons.

Persons and families in need of temporary housing are District residents who need temporary assistance to obtain or retain permanent housing. Currently, DHS is looking to lease properties in Washington, DC to meet an increasing demand for services which address at risk families. The properties offered should contain multi-family units, single room occupancies, and efficiencies. Innovative solutions such as renovation, restoration or transformation of an existing space which will address the critical needs for families 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 fifty (50) units per building is being implemented, However, the District is able to entertain some flexibility in that target number. Each facility should have the ability to expand to no more than 15 additional beds during hypothermia season. Ten percent (10%) of the total number of buildings footprint should be utilized for program support spaces. 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. Such spaces may include a community room, administrative area as well as a space to accommodate group dining. DHS or one of its providers will maintain on-site control over the units. Partially occupied buildings will not be accepted. However, 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's provided within this SFO. The District's requirements are as follows:

#### Building Type & Size

A building or complex that is a minimum of 15,000 square feet and can accommodate between 30-50 families is preferred. Opportunities which may allow for more than 50 families may also be suitable. Ideally the District would like to have current residential buildings; however the District is open to the possibility of alternative uses that can be converted to residential units.

A. **Location**

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

C. **Improvements**

Developer is required to deliver a completed turn-key project to the District; which includes responsibility for any repairs and maintenance of the property. All improvements to include Security Specifications and Furniture Fixtures and Equipment will be negotiated based on each property.

D. **Transportation**

Property location (s) should meet the needs of DHS, which includes proximity to public transportation and other social service resources.

E. **Parking**

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

F. **Terms**

The District will enter into a ground lease of 10 years with two 5 year options to renew.

G. **Management**

DHS will provide on-site management of residence.

H. **Access**

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

I. **Rental Rate**

The rental rate for the property should be reflective of the competitive market value although offeror pricing should be based on market competitiveness.

#### **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 their 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.

- 1) Is the space suitable to meet the operational needs of the agency?
- 2) Is the proposed Annual Rental Rate competitive according to current market condition?
- 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 # and zone.
- 2) Name and contact information for the properties' current owners.
- 3) Floor plans delineating specific floors to include square footage.
- 4) Total number of units. Number of unit types (ie. 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) and floor plan of all offered properties.
- 9) A description of parking available at the offered properties.
- 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) Identify available on-site parking, including the number of spaces.
- 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 Ariel 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:** Michelle Chin  
**REFERENCE: DGS-SFO-2014 – 10**  
2000 14th Street, NW - 5th Floor  
Washington, DC 20009

**No phone calls please. All questions should be sent via email to [michelle.chin@dc.gov](mailto:michelle.chin@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-2014 - 10."**

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 purchase and DGS reserves the right to withdraw its solicitation at any time as it may deem necessary, appropriate, or beneficial to the District.***