



**TO: REAL ESTATE ADVISORY SERVICES
REQUEST FOR QUALIFICATIONS**

Solicitation No.: DCEB-2015-Q-1003
Caption: Real Estate Advisory Services
Issuance Date: September 10, 2015
Due Date: October 1, 2015, by 2:00 p.m. local time

1.1 PURPOSE

The Government of the District of Columbia, by and through the Office of the Deputy Mayor for Planning and Economic Development (“DMPED”), is soliciting Statements of Qualifications (“SOQs”) from professional companies or individuals (“Respondents”) to provide real estate advisory services with regards to real estate operations. DMPED seeks to establish a list of pre-qualified real estate advisory service professionals who are selected in accordance with the terms, provisions, specifications, and solicitation instructions set forth in this Request for Qualifications (“RFQ”). This RFQ provides potential Respondents with the information necessary to prepare and submit SOQs for consideration by DMPED.

This RFQ is issued in accordance with 27 DCMR § 1615 which allows the DMPED Contracting Officer (“CO”) to determine which prospective Respondents are qualified to receive and submit responses to solicitations for real estate advisory services based on financial and professional criteria established by the CO for pre-qualification.

1.2 SPECIAL TERMS AND CONDITIONS

DMPED has an immediate need for real estate advisory services for various properties. DMPED intends for this RFQ to result in the pre-qualification of one or more Respondents to provide real estate advisory services on an “as needed” basis. DMPED will issue a Request for Quotation to all pre-qualified respondents when advisory services are required. Respondents will be deemed pre-qualified for an initial term of one year with the option to renew for four (4) one-year terms. Selected firms or individuals will be properly licensed to do business in the District of Columbia and will exhibit the qualifications desired to perform the work required.

1.3 REQUEST FOR QUALIFICATIONS (“RFQ”)

DMPED invites sealed Statements of Qualifications for real estate advisory services in accordance with the provisions, specifications, and solicitation instructions established in this RFQ. DMPED will determine, at its sole and absolute discretion, whether each submission is responsive to the RFQ and is acceptable.

BRIAN T. KENNER, DEPUTY MAYOR

Respondents must submit one (1) original and five (5) copies of their Statement of Qualifications in a sealed envelope conspicuously marked: **“Statement of Qualifications in response to Request for Qualifications No. DCEB-2015-Q-1003 – Real Estate Advisory Services”**. Each Respondent assumes responsibility for delivery of the completed Statements of Qualifications on or before the deadline for submission. DMPED is not responsible for any loss or delay in respect to the delivery of Statements of Qualifications. ANY STATEMENTS OF QUALIFICATIONS RECEIVED AFTER THE DATE AND TIME FOR SUBMISSION SHALL NOT BE CONSIDERED. NO ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.

1.4 HAND DELIVERY OR MAILING OF STATEMENTS OF QUALIFICATIONS

Deliver or mail to:

Office of the Deputy Mayor for Planning and Economic Development
Receptionist Desk
1100 4th Street, S.W., Suite E500
Washington, DC 20024
Attn: Margaret Platek, Contracts Specialist

1.5 STATEMENT OF QUALIFICATIONS SUBMISSION DATE

The closing date for receipt of statements of qualifications is **Thursday, October 1, 2015, by 2:00 p.m. local time.**

1.6 GENERAL PROVISIONS

- Real Estate Advisors should be independent and free of any conflict of interest in representing DMPED.
- Selected companies will be unanimously chosen by selection committee members.
- Respondents must be licensed to do business in the District of Columbia as is required by law.
- If selected, Respondents are required to provide a copy of the executed “Clean Hands Certification” that is referenced in D.C. Official Code §47-2862, if the Respondent is required by law to make such certification.
- If the Respondent is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the respondent shall certify its intent to obtain the necessary license, registration or certification prior to award of a contract or provide its exemption from such requirements.
- If selected, Respondents must provide proof of business insurance meeting following requirements:

A. **GENERAL REQUIREMENTS.** The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below.

The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. **The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation.** The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.
2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

- B. **DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. **CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and

equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. **A waiver of subrogation shall apply in favor of the District of Columbia.**

- E. Measure of Payment. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- F. NOTIFICATION. The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.

1.7 SUBMISSION OF RESPONSES

All responses must meet the following format requirements:

- a) Responses to this RFQ should be clear, concise, and complete. They should be submitted using 8 ½" x 11" letter-size paper and typewritten using 12pt Times New Roman font. Illustrations, if required, on no larger than 11" x 17" sheets.
- b) Responses must respond to each RFQ item in the order outlined in RFQ Section 4.3 "Evaluation Criteria. Responses must not exceed a total of twenty-five (25) pages. A single side will be considered as a page, double sided page will be considered as two pages.

2 BACKGROUND

DMPED has an immediate need for real estate advisory services for specific properties. DMPED intends for this RFQ to result in the pre-qualification of one or more Respondents to provide real estate advisory services on an "as needed" basis. The selected Respondents will serve as project-based consultants on DMPED projects where expert consulting is appropriate. The services provided will supplement DMPED efforts and assist in the due diligence of projects as part of the public disposition process.

3 SCOPE OF WORK

DMPED proposes to pre-qualify selected firms or individuals to perform real estate advisory services. The following is a list of the general tasks that are anticipated to be performed by the selected Respondent(s) as part of this solicitation. Note that these specifications are not comprehensive, but serve to provide basic requirements. DMPED's expectation is that the expertise and experience of the Respondent(s) selected will also help define the tasks and delivered products.

The desired services and delivered product shall include the following tasks/responsibilities:

- 1) Review subject real estate financial information provided by DMPED and other authorized entities.
- 2) Review subject real estate development information provided by DMPED and other authorized entities.
- 3) Provide real estate development advisory services:

Real Estate Advisory Services

- a) Assist in developing negotiation strategies for public-private partnerships or for disposition.
 - b) Support District in negotiations with the selected developer partner and broker the terms and conditions under which client would sell, lease, or otherwise dispose of properties for private development.
 - c) Provide expert advice and recommendations throughout the period of engagement.
 - d) Conduct real estate valuations, long-term leasehold valuations, and conduct other valuation methods.
 - e) Conduct evaluation of economic impact of developer proposals, particularly with regard to the provision of affordable housing
 - f) Review and analyze developers' proposed financials (*pro formas*), to include cost estimates, revenue estimates, financing costs, and profit participation.
 - g) Perform market verification for residential, office, retail, cultural, and other uses.
 - h) Perform analysis of infrastructure financing options.
 - i) Conduct analysis on deeply innovative high performance building design and construction, including those that achieve net zero energy and water, or Living Building Challenge certification.
 - j) Evaluate construction budgets, operating budgets, proforma, and project financing strategies. Provide feedback on both the green building estimated design and construction initial costs, and long-term return on investment in green building design strategies.
 - k) Facilitate integrated design charrettes that maximize sustainable design strategies across multiple disciplines and across large numbers of stakeholders.
- 4) Provide real estate financial advisory services:
- a) Assist the District in analyzing the acceptability of prospective conduit revenue bond financings for other obligors and, if requested, formulating and developing underlying documents supporting financial commitments to be thereby undertaken, and assisting in the preparation, marketing, and sale of the bonds;
 - b) Assist the District in analyzing the feasibility of prospective or proposed tax increment financing opportunities; Review project's appraisal, market study, and borrower/principal financial statements. Prepare financial models, financial analyses, and any other pertinent information as deemed necessary for presentation to the District, and assisting in the preparation, marketing, and sale of the bonds, as requested;
 - c) Assist the District in analyzing the feasibility of prospective or proposed Payment-in-Lieu-of-Taxes (PILOT) financing proposals; Review project's appraisal, market study, and borrower/principal financial statements. Prepare financial models, financial analyses, and any other pertinent information as deemed necessary for presentation to the District, and assisting in the preparation, marketing, and sale of the bonds, as requested;
 - d) Research, prepare and present reports relating to the fiscal impact of tax-increment financing (TIF) and economic impact of other development projects;
 - e) Provide detailed reports to be delivered to the District following the closing of any financing transaction. Reports shall include an opinion on the fairness of any negotiated pricing, as well as a summary of the critical elements and results of the transaction. Information regarding underwriting negotiation, detailed costs of issuance, participants in the transaction and their roles, relevant pricing comparisons, security features, and other relevant information shall be included.

- f) Provide real estate advisory services in connection with developing, modeling and evaluating new redevelopment programs and project financing plans; the acquisition, sale or lease of public lands (including sale-leaseback, lease-leaseback or other real estate leasing and/or purchasing options); implementation and evaluation of neighborhood residential and commercial revitalization strategies; the disposition and adaptive reuse of underused public facilities; infrastructure financing strategies; and long term strategic planning;
- g) Advise and assist the District in evaluating and implementing development proposals, including performing financial analyses of proposed projects and developer proposals received from vendors, and conducting assessments of the economic impact on the District;
- h) Advise and assist the District in designing, evaluating and implementing economic development financing programs and initiatives.
- i) Advise and assist the District in evaluating and implementing proposals for public/private development partnerships in the District of Columbia;
- j) Advise, assist with, and implement other economic development initiatives authorized by the District, including but not limited to housing, tourism, employment, local small disadvantaged business development, and preparation of fiscal and feasibility analyses in such matters;
- k) Advise and assist the District in analyzing, evaluating and advising on the implementation of construction projects, including reviewing development budget, cash flow projections, plans and specifications, value engineering, property-tax, income-tax, franchise tax and sales and use tax projections;

4. EVALUATION PROCESS

4.1 The RFQ format is intended to present interested firms the opportunity to demonstrate their ability to perform the required services. Statements of Qualifications will be evaluated by a Selection Recommendation Panel consisting of three to five (3-5) members. Each Selection Panel member will first independently evaluate and rate all aspects of the submitted statements of qualifications using the matrix given in Section 4.1. Then, after preparing their individual ratings, the Selection Panel members will meet and formulate collective conclusions on each statement of qualifications.

4.2 Technical Rating

The Technical Rating Scale is as follows:

<u>Numerical Rating</u>	<u>Adjective</u>	<u>Explanation</u>
0	Criteria not presented	No response submitted
1	Poor	Will no suit the requirement
2	Fair	Will minimally fulfill the requirements
3	Good	Will fulfill the requirements
4	Very Good	Will exceed requirements
5	Excellent	Will readily exceed requirements

The technical rating is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the respondent's score for each factor. The respondent's total technical score will be determined by adding the respondent's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to ten (10) points, using the Technical Rating Scale above, if the District evaluates the respondent's qualifications as "Good", then the score for that evaluation factor is 3/5 of 10 or 6.

4.3 Evaluation Criteria

Statements of Qualifications will be evaluated based on the following criteria in the manner described below:

Evaluation Factors	Technical Rating (0-5)	Weight (%)	Weighted Rating
A. Team Identities and Details		10	
B. Qualifications		30	
C. Experience		30	
D. Work Plan		20	
E. Respondent Financial Condition		10	
		Rating Index Total	

The Statement of Qualifications that the Respondent submits shall contain, as a minimum, the following information in the following order:

Transmittal Letter

- Highlight key components of the response.

A. Team Identities and Details

- Identify organizational structure and pertinent information of key personnel including name, address, telephone number, email address, and title.
- Identify organizational status including corporate structure and jurisdiction under which company is organized (If applicable). For any entity required to file reports in the jurisdiction of its formation, the Respondents shall include a certificate of good standing issued by such jurisdiction and, if it is not a District of Columbia entity, a certificate of good standing issued by the District showing that it is registered as a foreign entity to do business in D.C.
- Identify a point-of-contact and provide his/her name, address, telephone number, email address, and title.

B. Qualifications

- Provide company's or individual's qualifications to do the work outlined in the "Scope of Work."

- Provide qualifications of key personnel who will be performing any work.

C. Experience

- Describe any experience providing real estate advisory services in the last three years.
- Describe any experiences providing real estate advisory services for the District government in the last three years.
- Provide references, including names, mailing addresses, email addresses, and telephone numbers, for real estate advisory services performed in the last three years.

D. Work Plan

- Outline the approach that will be taken to successfully complete real estate advisory services

E. Financial Condition

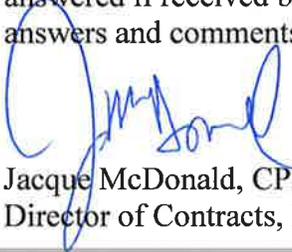
- Provide audited financial statements for the past year
- If unable to provide audited financial statements, explain why not and provide financial documentation in sufficient detail to enable assessment of financial condition of the firm or individual.

5. STATEMENT OF QUALIFICATIONS FORMAT

The Statement of Qualifications that the Respondent submits shall contain, at a minimum, the following information in the following order:

1. Transmittal Letter (Include Company background and highlight key components of the response).
2. Project Team and Qualifications
3. Experience with District government owned or other District of Columbia properties and surrounding jurisdictions
4. Work Plan (Statement of project understanding)
5. Provide audited financial statements for the past year

Questions concerning this Request for Qualifications may be directed to Ms. Margaret Platek, Contracts Specialist, electronically at margaret.platek@dc.gov . All questions regarding this RFQ will be answered if received by **4:00PM, Monday, September 21, 2015** to allow ample time for distribution of answers and comments to this RFQ.



Jacquie McDonald, CPPO, CPPB, SPSM, MBA, MST
Director of Contracts, Procurement and Grants
