

**REVISED DATES OF SUBMISSION**  
**MID-OHIO REGIONAL PLANNING COMMISSION**  
**Real Estate Purchase Due Diligence Services**  
**REQUEST FOR QUALIFICATIONS (RFQ)**

The Mid-Ohio Regional Planning Commission (MORPC) is requesting statements of qualification (SOQs) from interested and qualified firms to provide pre-purchase due diligence services for MORPC's proposed purchase of an office building located at 99 E. Main Street, Columbus, Ohio. The proposed purchase includes app. 32,000 square feet of general office space and two parking lots totaling app. 21,000 square feet.

**This RFQ supersedes, in its entirety, the Request for Proposals previously issued by MORPC for the same project.**

Firms interested in being considered must submit six **(6) printed copies and one (1) in the form of a compact disc or jump drive in a PDF format**. SOQs will be received by MORPC until **2:00 p.m., Thursday, February 16, 2012**.

**Submit SOQs to:**  
Mid-Ohio Regional Planning Commission  
Attn: Deborah Murphy  
111 Liberty Street, Suite 100  
Columbus, OH 43215

SOQs must arrive in the MORPC offices prior to the due date and time. Firms submitting SOQs should take this into account when choosing a mail carrier. Facsimile submissions will not be accepted.

All questions must be submitted in writing and should be submitted via mail, fax (614-233-4206), or email to Deborah Murphy at [dmurphy@morpc.org](mailto:dmurphy@morpc.org). No answers will be given over the phone. Written answers, including any amendments to the SOQ if necessary will be posted on MORPC's website. Responses to questions will be posted at [http://www.morpc.org/info\\_center/rfps\\_rfqs/rfps\\_rfqs.asp](http://www.morpc.org/info_center/rfps_rfqs/rfps_rfqs.asp).

Neither MORPC nor any member agency of the evaluation committee shall be liable for any costs incurred by the respondent in response to this SOQ, or any costs incurred in connection with any discussions, correspondence or attendance at interviews or negotiation sessions.

All materials submitted in response to this SOQ shall become the property of MORPC and may be returned only at MORPC's option.

All materials received shall be considered public information and shall be open to public inspection.

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## I. OVERVIEW

This is a Request for Qualifications (RFQ) to provide professional services to provide pre-purchase due diligence services for MORPC's proposed purchase of an office building located at 99 E. Main Street, Columbus, Ohio and associated parking areas. **This work must be completed within approximately 30 days after entering into a contract with MORPC.**

The scopes of service to be performed and identified below are separate and distinct. Respondents to this RFQ may submit qualifications for one or all scopes of service. **Each respondent is cautioned to clearly indicate on its submittal the scope or scopes of service for which it is submitting an SOQ.**

After evaluating the SOQs, MORPC will rank the respondents for each scope of service from most qualified to least qualified, then attempt to successfully negotiate a detailed scope of services and price with the respondent deemed most qualified for each scope. If MORPC is unable to successfully negotiate a detailed scope of services and price with the respondent deemed most qualified, MORPC will then attempt to successfully negotiate a detailed scope of services and price with the respondent deemed next best qualified, and so on.

MORPC reserves the right to reject all respondents and not enter into an agreement with any respondent.

## II. SCOPE OF SERVICES

Respondents shall submit SOQs for one or more of the following scopes of service:

### A. Sustainability Assessment:

The intent of the sustainability assessment is to provide MORPC with the information needed for MORPC to decide what, if any, building improvements should be made in the interests of achieving sustainability goals and whether or not to seek LEED certification for those improvements.

1. Develop initial report and review the existing property conditions to advise MORPC on what level of LEED certification is realistically attainable given a range of budgets for renovation. Also provide MORPC with an assessment of alternatives that would promote the sustainability objectives of LEED certification while avoiding the commissioning and certification costs associated with LEED, should MORPC decide not to pursue LEED certification.

### B. Roof Assessment

The intent of the roof assessment is to make known existing roof conditions for watertightness, structural soundness, and estimated remaining lifespan. The roof assessment shall include photographs, sketches, and other graphical representations needed to communicate the respondent's investigative steps and conclusions. The roof assessment shall also include:

1. Identification of roof materials and construction scheme;
2. Identification of roof drainage system and components;
3. Recommendations for repairs or other improvements, if any, necessary to keep the roof watertight and structurally sound for at least the next ten years.
4. Recommendations and budget for any invasive sampling or testing deemed necessary by the respondent to complete the intent of the roof assessment.
5. Assessment of the suitability of the roof for conversion in full or in part to a green roof, (i.e. a roof that supports cultivation of plants).
6. Assessment of the suitability of roof for conversion to a white color to reflect solar energy.

**C. Environmental Site Assessment and Hazardous Materials Evaluation:**

The intent of the environmental site assessment and hazardous materials evaluation is to make known potential environmental liabilities that may interfere with the proposed use or value of the target property, pursuant to standard real estate industry standards and practices. The assessment shall include:

1. An Environmental Site Assessment performed pursuant to the most current edition of ASTM Standard E-1527;
2. Hazardous Materials Survey which includes mold and asbestos sampling and assessment of building's potential for radon contamination of ambient air;
3. Lead base paint screen; and
4. Recommendations and budget for any additional invasive sampling or testing deemed necessary by the respondent to complete the intent of the assessment and evaluation.

**D. Life/Safety, Mechanical Systems, Structural, Plumbing and Miscellaneous Evaluation.**

The intent of this evaluation is to assess the major building systems with regard to the building's ability to legally, reliably and comfortably function as government-owned commercial office space without resort to constructing significant system improvements. The assessment shall include an evaluation of the following elements:

1. Building Code Compliance
2. Americans With Disabilities Act Compliance

3. Water Tightness of Building Envelope, excluding roof
4. Site Hardscapes and Landscapes
5. HVAC System
6. Intercom System
7. Plumbing System
8. Fire Protection (including any fire suppression system and alarms)
9. Electrical Service and Distribution (including inspection of any UPS (Uninterrupted Power Supply))
10. Phone and Security systems (include check to see if any cameras have been installed for security purposes and the locations)
11. Elevator (including scope of work to make the existing elevator ADA compliant)
12. Structure Including Interiors and Stairs
13. Pest Inspection
14. Recommendations and budget for any invasive sampling or testing deemed necessary by the respondent to complete the intent of the assessment and evaluation.

**E. Miscellaneous**

Respondents may identify any other assessment services that they believe may constitute due diligence for the purchase of commercial office space and furnish qualifications for performing those services.

### **III. SOQ FORMAT**

The SOQ must include the following items in the following order. Failure of the SOQ to respond to a specific requirement may be a basis for elimination from consideration during the comparative evaluation. MORPC reserves the right to accept or reject any or all SOQs.

Each respondent shall submit a formal SOQ not to exceed (15) 8.5" x 11" pages (excluding tabs, dividers, etc.) and shall contain the following sections:

- A. Transmittal/Cover Letter
- B. Organization, Personnel, Experience & Project Management
- C. References

**A.) *TRANSMITTAL/COVER LETTER***

The **cover letter** shall be signed by a representative authorized to legally bind the firm, and include:

- Name, telephone number, and e-mail address of a contact person with authority to answer questions regarding the SOQ (ideally the day-to-day project manager for this work);
- Identification of the firm as a corporation or other legal entity; and
- The scope of work for which the SOQ is being submitted.

The letter shall state that the submitter is presently not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal or state agency.

**B.) ORGANIZATION, PERSONNEL, EXPERIENCE & PROJECT MANAGEMENT**

Specific background information on key individuals who are anticipated to be assigned to the project should be included, most notably the project manager. Identify the location of the office where the majority of the work is to be performed. This section shall also provide an overview of each key personnel working on the project and show their relationship to the firm and their affiliations. Identify any diversity and inclusion efforts the respondent is taking or will take. Listed below is information that is also required at the time of your SOQ submission:

1. The date of the establishment of your firm within the state of Ohio, and a complete resume of the service operation and history of your firm as well as your firm’s average annual revenues over the last three calendar years.
2. Include any additional descriptive literature or information, that is relevant to the specification and/or services proposed, that indicate unique qualifications particular competence in this field of expertise, technical capabilities, proprietary techniques, or special resources.
3. Identify any subcontracting that your firm will be using for the work, and detailed information for each subcontractor including name, location, scope of services, history of working with that firm, and contact information.
4. Identify all claims made against your firm, including claims made against any liability insurance policy within the last five years. Also identify the policy limits for all types of liability insurance carried by your firm.

**C.) REFERENCES**

Each respondent shall provide a minimum of three (3) references for services comparable to each scope of work for which the respondent is furnishing an SOQ. Include the reference’s name, address, project owner’s representative, title, phone number, time period when services were rendered, and description of services rendered.

**IV. PROCUREMENT PROCESS/SCHEDULE**

The schedule for the procurement process is given below. Dates are tentative and may be modified by MORPC as necessary. By submitting an SOQ, each respondent agrees that the proposed dates for beginning and completing the work are reasonable.

Key Date	Event
February 16, 2012	Completed SOQs due to MORPC by 2:00 p.m.
February 24, 2012	Ranking of respondents complete.

<b>February 27 – March 16, 2012</b>	<b>Negotiation of Contracts</b>
<b>March 19, 2012</b>	<b>Project begins.</b>
<b>April 20, 2012</b>	<b>All scopes of work complete.</b>

### ***EVALUATION CRITERIA***

The evaluation criteria are as follows:

- 1. General Quality & Adequacy of Response (20 %)**
  - a. Completeness and thoroughness
  - b. Responsiveness to terms and conditions
  - c. Overall impression
  
- 2. Organization, Personnel, Experience & Project Management (40 %)**
  - a. Qualifications and experience of proposed personnel, including project manager
  - b. Experience working with similar facilities
  - c. Claims History
  - d. Insurance Coverages
  - e. Area Understanding/Local Presence
  
- 3. References (40 %)**
  - a. Ability to maintain schedule
  - b. Communication/cooperation
  - c. Ability to control costs/meet budgets
  - d. Overall Impression

### ***EVALUATION COMMITTEE***

The Committee will conduct the evaluation of SOQs and reserves the right to reject any and all SOQs in whole or in part received in response to this request. The Committee may waive minor defects which are not material when no prejudice will result to the rights of any other respondents or to the public.

### ***CLARIFICATION INTERVIEWS***

At MORPC's option, the respondent may be required to answer questions about the SOQ. The purpose of the interview is to provide clarification of information presented in the SOQ. If interviews are necessary, MORPC will contact the respondent's authorized representative to schedule the time, date, and method of interview (e.g. in-person presentation or conference call). If in-persons interviews are requested, the respondent must comply at no cost or obligation to MORPC. A respondent's refusal to make a presentation as described shall result in the respondent being rejected from consideration for the project.

### ***SELECTION AND NEGOTIATIONS***

Based on the evaluation of the SOQs, MORPC will attempt to negotiate a contract with the respondent deemed most qualified for each scope of work. If negotiation with the highest ranked respondent fails

to result in a mutually acceptable agreement, MORPC will notify that firm in writing of the termination of negotiations. The next highest ranked respondent will then be invited to enter into negotiations with MORPC. If negotiations again fail, the same procedure shall be followed, with each next most qualified firm until a contract has been negotiated. If the remaining SOQs are considered not to be qualified, the notification and selection processes will be repeated.

## V. TERMS & CONDITIONS

### Evaluation of SOQ Compliance with Specifications

Understanding that no respondent may completely meet all requirements of the specifications, MORPC reserves the sole right to determine whether an SOQ substantially complies with the specifications.

### Modification and/or Withdrawal of SOQs

Modifications of a submitted SOQ must be received by the designated due date specified.

### MORPC's Discretion

Each respondent acknowledges that MORPC will use its discretion and judgment in making the final decision and further acknowledges that no claim by any respondent will arise in any way relating to the exercise of that judgment by MORPC.

By submitting its SOQ, each respondent agrees that the MORPC's determination of which respondent is most qualified for a particular scope of work shall be final and conclusive, and that if a respondent or any person on its behalf challenges such determination in any legal proceeding, the respondent will indemnify and hold MORPC and its employees and agents harmless from any claims included or related to such legal proceeding, whether or not proven, and from legal fees and expenses incurred by the MORPC, its employees, or agents that arise out of or are related to such challenge.

## **MORPC STATEMENTS ON DIVERSITY & INCLUSION**

### Equal Opportunity

The selected respondent agrees that it will not discriminate against any employee, applicant for employment, or sub-contractor and that it will take affirmative action to insure that employees, applicants and sub-contractors are treated equally during employment without regard to race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital/familial status, veteran status or status with regard to public assistance.

### Disadvantaged Enterprises

Disadvantaged Enterprises shall have the maximum opportunity to participate in the performance of contracts financed under this solicitation. In this regard, all respondents shall take all necessary and reasonable steps to ensure that disadvantaged enterprises have the maximum opportunity to compete for and perform any subcontracts. Also, proposing firms are encouraged to notify MORPC if they meet one of the disadvantage vendor designations.