REQUEST FOR QUALIFACTIONS
FOR REAL ESTATE SERVICES
RFQ 2019-04

In this RFQ, the Snohomish Health District shall be referred to as "the District" and the terms offeror, respondent, vendor and proposer are synonymous.

Purpose/Objective
The Snohomish Health District is seeking proposals from qualified professional real estate individuals/firms to assist the District in leasing approximately 10,000-20,000 square feet of vacant space in its headquarters, located at 3020 Rucker Avenue in Everett, Wash.

Schedule

DESCRIPTION	TARGET DATE
RFQ issued	7/11/19
Proposer's technical questions due via email	7/18/19
Addendum to RFQ issued, if required	7/19/19
Proposals due to the District	7/23/19
Notification of shortlist for presentations (if needed)	7/25/19
Proposer oral presentations (tentative)	8/7/19
Begin proposer discussions/negotiations	8/8/19
Contract award	8/13/19

The target dates provided are estimates and may be subject to change during the process.

Proposal Documents
Proposal documents are available online at www.snohd.org/bids, or at the Snohomish Health District, 3020 Rucker Ave. Ste 306, Everett, WA 98201. Submittals will be accepted via email to rfq@snohd.org or by delivery to the District's headquarters in Everett, WA until 3:00 p.m. PST (our clock) on Friday, July 19, 2019. Materials shall be addressed to:

Pamela Spence, Purchasing Administrator
Snohomish Health District
3020 Rucker Ave., Suite 306
Everett, WA 98201-3900

Pre-Proposal Meeting
No pre-proposal meeting is scheduled for this project.

Receipt and Handling of Proposals

- The offeror assumes full responsibility for the timely delivery of the proposal to the designated location. Proposals delivered to any other office or location will not be considered.
- Proposals, modifications of proposals, received at the above address after the exact hour and date specified for receipt will not be accepted.
- Should the respondent subsequently become the successful Proposer, the submitted proposal and any attachments will become part of the Contract and the property of Snohomish Health District.
- The District reserves the right to reject any or all Proposals and to waive any informality in bidding.

Proposer Registration

Proposers should register by emailing rfq@snohd.org. The prospective proposer will be placed on the District's notification list for any forthcoming addendum or other official communications. Failure to register as a prospective proposer may cause a proposer's Submittal Package to be rejected as non-responsive if the proposer has submitted a Submittal Package without acknowledgment of issued addenda or if the proposer fails to submit revised required documents.

Addenda

If at any time, the District changes, revises, deletes, clarifies, increases, or otherwise modifies the RFQ, the District will issue a Question & Answers sheet or a written Addendum to the RFQ. Proposers must register for this RFQ to be notified of addendum and new documents on this RFQ. It is the Proposer's responsibility to check for addenda and other new documents on-line.

Communications, Questions and Interpretation of the RFQ

No oral interpretations of the RFQ will be made to any Proposer. All questions and any explanations must be requested in writing and directed to the Purchasing Administrator no later than date specified in the schedule below or as extended per addendum. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all Proposers by addendum.

A blackout period is established between the time a solicitation is issued by the District and the time the District awards the contract. After the issuance of any solicitation, all bidders, proposers, contractors, consultants or individuals acting on their behalf are hereby prohibited from contacting or lobbying any District employee, official or representative at any time during the blackout period. Communications concerning this RFQ with other than Purchasing staff may cause the Proposer to be disqualified.

Examination of Proposal and Contract Documents

The submission of a proposal shall constitute an acknowledgement upon which the District may rely that the Proposer has thoroughly examined and is familiar with all requirements and documents pursuant with the RFQ, including any addenda and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of a Proposer to comply with the above requirement shall in no way relieve the Proposer from any obligations with respect to its proposal or to any Contract awarded pursuant to this RFQ. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this RFQ.

Cost of Proposals

The District is not liable for any costs incurred by Proposer in the preparation and evaluation of proposals submitted.

Modifications of Proposal or Withdrawal of Proposal Prior to Proposal Due Date
At any time before the time and date set for submittal of proposals, a Proposer may submit a modification of a proposal previously submitted to the District. All proposal modifications shall be made in writing, executed and submitted in the same form and manner as the original proposal. Proposals may be withdrawn by written notice received prior to the exact hour and date specified for receipt of proposals. A proposal also may be withdrawn in person by a Proposer or authorized representative provided their identity is made known and they sign a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for receipt of proposals. All requests for modification or withdrawal of proposals, whether in person or written, shall not reveal the amount of the original proposal.

Proposal Withdrawal After Opening
Except for claims of error granted by the District, no Proposer may withdraw a proposal after the date and time established for submitting proposals, or before the award and execution of a Contract pursuant to this RFQ, unless the award is delayed for a period exceeding the period for proposal effectiveness.

Requests to withdraw a proposal due to error must be submitted in writing along with supporting evidence for such claim for review by the District. Evidence must be delivered to the District within two (2) Days after request to withdraw. The District reserves the right to require additional records or information to evaluate the request. Any review by the District of a proposal and/or any review of such a claim of error, including supporting evidence, create no duty or liability on the District to discover any other proposal error or mistake, and the sole liability for any proposal error or mistake rests with the Proposer.

Error and Administrative Corrections
The District shall not be responsible for any errors in proposals. Proposers shall only be allowed to alter proposals after the submittal deadline in response to requests for clarifications by the District.

The District reserves the rights to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

Compliance with RFQ Terms, Attachments and Addenda

A. The District intends to award a Contract based on the terms, conditions, attachments and addenda contained in this RFQ, as well as a subsequent presentation for selected Proposers. Proposers shall submit proposals, which respond to the requirements of the RFQ.

B. Proposers are strongly advised to not take exceptions to the terms, conditions, attachments and addenda; exceptions may result in rejection of the proposal. An exception is not a response to a proposal requirement. If an exception is taken, a 'Notice of Exception' must be submitted with the proposal. The 'Notice of Exception' must identify the specific point or points of exception and provide alternatives.

C. The District reserves the right to reject any proposal for any reason including, but not limited to, the following;
   - Any proposal, which is incomplete, obscure, irregular or lacking necessary detail and specificity;
   - Any proposal that has any qualification, limitation, exception or provision attached to the proposal;
   - Any proposal from Proposers who (in the sole judgment of the District) lack the qualifications or responsibility necessary to perform the Work;

- Any proposal submitted by a Proposer which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
- Any proposal, from Proposers who are not approved as being compliant with the requirements for equal employment opportunity; and
- Any proposal for which a Proposer fails or neglects to complete and submit any qualifications information within the time specified by the District.

D. The District may, at its sole discretion, determine that a proposal with a 'Notice of Exception' merits evaluation. A proposal with a 'Notice of Exception' not immediately rejected may be evaluated, but its competitive scoring shall be reduced to reflect the importance of the exception. Evaluation and negotiation shall only continue with the Proposer if the District determines that the proposal continues to be advantageous to the District.

E. In consideration for the District's review and evaluation of its proposal, the Proposer waives and releases any claims against the District arising from any rejection of any or all proposals, including any claim for costs incurred by Proposers in the preparation and presentation of proposals submitted in response to this RFQ.

F. Proposals shall address all requirements identified in this RFQ. In addition, the District may consider proposal alternatives submitted by Proposers that provide cost savings or enhancements beyond the RFQ requirements. Proposal alternatives may be considered if deemed to be in the District's best interests. Proposal alternatives shall be clearly identified.

Collusion
If the District determines that collusion has occurred among Proposers, none of the proposals from the participants in such collusion shall be considered. The District's determination shall be final.

Proposal Price and Effective Date
The proposal shall remain in effect for six (6) months after the proposal due date, unless extended by agreement.

Award of Contract
The Snohomish Health District Board of Health will make the final award of the contract, tentatively scheduled for Tuesday, August 13, 2019.

Term of Contract
The term of the contract awarded from this RFQ shall be for a period of one (1) year. If the District determines it to be advantageous, it may extend the term of the contract for up to four (4) one-year periods.

REQUEST FOR QUALIFACTIONS
FOR REAL ESTATE SERVICES
RFQ 2019-03

TABLE OF CONTENTS

SECTION I. Introduction/Overview **PAGE**

Purpose/Objective ……..... 6
Background..... 6
Statement of Work..... 6
Proposer Minimum Qualifications…….. 6
Projected Project Schedule…….. 7
Procurement Contact…… 7
Contract Administrator……. 7

SECTION II. Request for Proposal: Proposal Submission

Procedures……..... 8

SECTION III. Request for Proposal: Method of Award/Evaluation Criteria

Evaluation Process 10
Evaluation Criteria ……..... 10

SECTION IV. Request for Proposal: ATTACHMENTS **PAGE**

Attachment A-Proposal Acknowledgment 13
Attachment B-Affidavit Form 14
Attachment C-Insurance Requirements..... 15

SECTION I: Introduction/Overview

Purpose/Objective

The Snohomish Health District is seeking proposals from qualified professional real estate individuals/firms to assist the District in leasing approximately 10,000-20,000 square feet of vacant space in its headquarters, located at 3020 Rucker Avenue in Everett, Wash.

Background on the District

The Snohomish Health District is the local public health agency for Snohomish County. Our team of 134 public health professionals serves the 805,000 residents and thousands of businesses in the County. We work for safer and healthier communities through essential programs that track, respond to, and prevent costly food and water contamination, disease outbreaks, and injuries.

The agency was created in 1959 under Washington State Law (RCW 70.46) as the independent municipal corporation responsible for public health in Snohomish County. A 15-member Board of Health (BOH) oversees District budget and policies. The Board is made up of all five Snohomish County Council members and 10 mayors or city council members representing the 20 incorporated cities and towns in the County. Public meetings of the Board of Health are held monthly.

For general information about the District and BOH, please visit the District's web site at www.snohd.org.

Scope of Work

- Broker shall search for prospective tenant(s) and negotiate on behalf of District, with the objective of achieving a leasing agreements most favorable to District's specification;
- Broker will assist the District in developing and executing upon a leasing strategy for available and potentially available space within the Rucker Building;
- Broker may be asked to make presentations before elected officials and key stakeholders as needed; and
- Broker will provide designated District staff with regular updates of work.

Proposer Minimum Qualifications

Proposers must meet the following criteria to be considered for selection:

1. Must be licensed and in good standing with the Washington State Department of Licensing and the Better Business Bureau;
2. Must have been active in the commercial real estate services business for at least five (5) years;
3. Must have an excellent reputation in the real estate community;
4. Must be knowledgeable in the Snohomish County real estate market, especially within the City of Everett, and have experience with small and large commercial properties;
5. Must be knowledgeable in the use of all public real estate records;
6. Experience in projects similar in scope and equal or larger in size and complexity to the project addressed in this RFQ is preferable:

Schedule

DESCRIPTION	TARGET DATE
RFQ issued	7/11/19
Proposer's technical questions due via email	7/18/19
Addendum to RFQ issued, if required	7/19/19
Proposals due to the District	7/23/19

Notification of shortlist for presentations (if needed)	7/25/19
Proposer oral presentations (tentative)	8/7/19
Begin proposer discussions/negotiations	8/8/19
Contract award	8/13/19

The target dates provided are estimates and may be subject to change during the process.

Procurement Contact

The sole point of contact at the District for purposes of this RFQ, prior to the award of any contract is, Pam Spence, Purchasing Administrator:

Pam Spence, Purchasing Administrator
Snohomish Health District
3020 Rucker Ave., Ste. 308
Everett, WA 98201
Telephone: (425) 339-5214
Email: pspence@snohd.org

Contract Administrator

The designated contract administrator following contract award will be:

Shawn Frederick, Interim Administrator
Snohomish Health District
3020 Rucker Ave., Ste. 306
Everett, WA 98201
Telephone: (425) 339-8687
Email: sfrederick@snohd.org

SECTION II: Request for Proposal: Proposal Submission

Procedures
One (1) electronic and/or two (2) printed copies of the sealed proposal marked "RFQ #2019-03, Performance Audit Services" must be submitted to:

Pam Spence, Purchasing Administrator
Snohomish Health District
3020 Rucker Ave., Ste. 308
Everett, WA 98201
OR
Emailed to rfq@snohd.org

To provide each proposer an equal opportunity for consideration, adherence to a standardized proposal format is required. Individual, separate and complete proposals must be submitted and must contain the following elements organized into separate tabs or sections, as deemed appropriate. Failure to adhere to this format may result in the disqualification of your proposal(s).

Each proposal shall adhere to the order presented below. Each section within the proposal submittal, following the transmittal letter and table of contents, shall be separated by tabs or sections and include, at a minimum:

1. **Transmittal Letter:** The letter should include the address of the office which would provide the services requested, telephone number, fax, e-mail address and website, if applicable. The letter should be signed by an individual who is authorized to commit the proposer to the services, pricing and requirements as stated in this RFQ. This letter shall also indicate why you/your firm is best qualified to help the District and its partners in acquiring property for the Mariner Community Campus, and what you would add to our team. The letter should be no more than 2 pages.

2. **Table of Contents:** A table of contents shall outline all contents contained within the proposal submittal.

3. **Tab 1 – Proposal Acknowledgment/Amendments**: This section shall include the completed proposal acknowledgement form and any amendments (addenda) to the solicitation provided as ATTACHMENT A.

4. **Tab 2 - Identifications of Confidential, Proprietary Commercial Information or Trade Secrets:** If applicable, information the proposer claims to be confidential, proprietary commercial information or trade secrets shall be identified in this section. This information, along with any claim of confidential financial information, should also be disclosed. The proposer must include an explanation for each individual claim of confidentiality.

5. **Tab 3 – Personnel and Technical Qualifications:** Submit technical qualifications of the proposer and staff involved in this project.

    a. Brief history of the proposer and its structure (include organizational charts);
    b. Describe the delivery team, including any subsidiary and/or affiliate companies that will be used to satisfy the requirements of this RFQ. Describe their roles on the service team and describe their capabilities to provide the services for which they are being utilized.

c. Provide the proposer's qualifications on developing leasing strategies and securing leasing agreements of similar scope and size.
d. Provide resumes of key personnel (including sub-consultants, if applicable) anticipated to be used to fulfill the services requested. Resumes shall be limited to individuals who will be assigned and working on the project. Each individual resume should be limited to a maximum of one page. The resumes shall include information about pertinent expertise. If the personnel are providing services from a branch office, identify the office from which the services will be delivered and provide the appropriate contact information for this branch;
e. Describe any current litigation resulting from professional services provided by the proposer; and
f. List of client relationships, to include public sector clients, that have been terminated in the last 12 months and the reasons each was terminated. (For proposers with multiple locations, please provide the list based on the local office to be utilized for services).

6. **Tab 4 – References:** A minimum of 5 current references with physical addresses, phone numbers, and email addresses (if available) should be provided. They should represent the most significant projects performed in the last five years that are similar to the project described in this request for proposal. The references may be both in the private or public sector, with at least two in the public sector.

7. **Tab 5 – Subcontracting**: This section should identify any of the required services that the proposer intends to subcontract, if any, providing the following information:

a. Reason for subcontracting;
b. Proposed subcontractor responsibilities; and
c. Identity and descriptive information of proposed subcontractors, including location, relevant personnel and experience, previous use as a subcontractor, and any other relevant supporting information.

8. **Tab 6: Required Forms/Additional Information:**

a. Submit a completed Affidavit form (ATTACHMENT B).
b. Provide a statement that Offeror, if awarded the contract, will provide a certificate of insurance in accordance the Snohomish Health District Insurance requirements (ATTACHMENT C).
c. Additional Information - Provide any additional information you wish to bring to the District's attention with respect to the proposer's qualifications.

SECTION III: Request for Proposal: Method of Award/Evaluation Criteria

Evaluation Process
Award will be made to the qualified proposer obtaining the highest weighed score combining price and technical qualifications.

Accordingly, the District may hold discussions with all proposers judged reasonably susceptible of being selected for award, or potentially so. However, the District also reserves the right to make an award without holding discussions. In either case of holding discussions or not doing so, the District may determine a proposer to be not responsible and/or a proposer's proposal to be not reasonably susceptible of being selected for award, at any time after the initial closing date for receipt of proposals and the review of those proposals.

Evaluation Criteria
1. Written Proposal Evaluation

The Evaluation Committee will evaluate the written proposal based on the following criteria.

Criteria	Points
Experience: Proposers will be evaluated per their current and past experience and performance with comparable leasing efforts in Snohomish County.	25
Qualifications of Team: The professional qualifications and accessibility of the proposer's personnel. Team has depth or ability to bring in other team members necessary during all phases of property marketing and leasing process.	25
Project Approach: The proposal will be evaluated based on compliance and understanding of project.	30
Client Focused: Demonstrates a clear understanding of the Snohomish Health District's headquarters, and communicates how proposer is best suited to meet these unique needs.	20
Total Points	100

2. Interview Evaluation Criteria

Criteria	Points
Quality of presentation, ability to articulate relevant company experience, and ability to demonstrate overall understanding of the scope of the project.	40
Clearly communicates expertise and interpersonal skills of proposed project team.	40
Creativity in approach and/or solutions to meet intent of leasing out the Rucker Building, including need to be fiscally responsible with building and tenant improvements.	20
Total Points	100

Clarification of Offers

An evaluation committee will evaluate the proposals from information on hand and may also ask questions to clarify information from proposers as required. A composite rating will be developed which indicates the proposer's collective ranking of the highest rated proposals in a descending order.

In order to determine if a proposal is reasonably susceptible for award, communications by the Procurement contact are permitted with a proposer to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the proposal evaluation committee may be adjusted as a result of a clarification under this section.

Interviews/Discussions

The Evaluation Committee may afford one (1) or more proposers an opportunity to make oral presentations to clarify their proposals. If requested, oral presentations shall be made at no cost to the District. Key personnel listed in the proposal are required to attend the interview.

The Snohomish Health District reserves the right to reject any and all proposals and to accept the proposal the District considers most advantageous. All proposals will become the property of the District.

SECTION IV. Request for Proposal: ATTACHMENTS

ATTACHMENT A:

PROPOSAL ACKNOWLEDGMENT

The undersigned agrees that all the terms and conditions of this solicitation and offer may, at the District's option, be made applicable in any contract issued as a result of this solicitation.

Business Firm's Typed Name:_____

Name and Title of Person
Authorized to Sign Proposal:_____

Signature:_____ Date:_____

Corporate Attestation or SEAL *here*

Signature:_____ Date: _____
(Corporate officer other than above)

Name and Title of Person
Attesting to Authorized Signature:_____

NAME AND SIGNATURE REQUIREMENTS FOR PROPOSALS AND CONTRACTS

The correct legal business name of the proposer must be used in all contracts. A trade name (i.e., a shortened or different name under which the firm does business) should not be used when the legal name is different.

Corporations must have names that comply with State Law. The proposer's signature must conform to the following:

- Where the proposer is a corporation, a corporate seal is required.
- Where the proposer is a partnership, at least one general partner must sign.
- Where the proposer is a sole proprietor, the owner of the company must sign.

ACKNOWLEDGMENT OF SOLICITATION AMENDMENTS

Please note, that it is the proposer's responsibility to check the District's website frequently for Addendums, which may impact pricing, this documents requirements, terms and/or conditions. Failure to sign and return an Addendum with your response may result in disqualification of proposal.

The proposer acknowledges receipt of the following amendment(s) to the solicitation:

Amendment Number/Date:
Amendment Number/Date:
Amendment Number/Date:

NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.

ATTACHMENT B:

NON-COLLUSION STATEMENT

In order for your application to be considered, it is necessary to furnish the following information:

Has your firm ever been indicted, pled guilty, pled nolo contendere (no contest), or been convicted of any offense that has resulted in your firm being barred from being or performing work for any State, Local, or Federal Government?

Yes ___ No ___

If "Yes", attach a separate sheet(s) to this form giving the details involved, the names of the individuals, and their current employment status with your firm.

Has any officer, employee, or other member of your firm ever been indicted, pled guilty, pled nolo contendere, or been convicted of any illegal restraints of trade, including collusive bidding?

Yes ___ No ___

If "Yes", attach a separate sheet(s) to this form giving the details involved.

Has your firm or any officer, employee, or member of your firm ever been debarred for violation of various Public Constraint Acts incorporating Labor Standards Provision?

Yes ___ No ___

If "Yes", attach a separate sheet(s) to this form giving the details involved.

Is your firm under the protection of the bankruptcy court, has pending any petition in bankruptcy court, or have you made an assignment for the benefit of creditors?

Yes ___ No ___

_____

(Printed Name of Contractor)

_____

Address

_____

City State Zip Code

_____

Signature of Authorized Representative

_____

Title Date

NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.

ATTACHMENT C:

INSURANCE REQUIREMENTS

A. Contractor shall obtain insurance of the types described below:

1. Automobile Liability Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01

2. Commercial General Liability Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse, or underground property damage. The District shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the District using an additional insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.

4. Professional Liability insurance appropriate to the Contractor's profession.

B. Minimum Amounts of Insurance

Contractor shall maintain the following insurance limits:

1. Comprehensive General Liability. Insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate and $2,000,000 products-completed operations aggregate limit.

2. Automobile Liability. $1,000,000 combined single limit per accident for bodily injury and property damage.

3. Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.

4. Professional Liability/Consultant's Errors and Omissions Liability. $1,000,000 per claim and $1,000,000 as an annual aggregate.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Contractor's insurance coverage shall be primary insurance as respect to the District. Any Insurance, self-insurance, or insurance pool coverage maintained by the District shall be excess of the Contractor's insurance and shall not contribute with it.

2. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except in accordance with RCW 48.18.290, or prior written notice by delivery or mail has been given to the District.

Name of Company: _____

Name of Insurance Agent: _____

Telephone, including Area Code _____

NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.