



February 3, 2012

RE: International Facility Management Association (IFMA)  
Headquarters Relocation Project

To all Interested Vendors:

Watchdog Real Estate Project Managers, on behalf of the International Facility Management Association (IFMA) is issuing a Request for Qualifications (RFQ) to Real Estate Brokerage firms who would be interested in representing IFMA in the procurement of their new Headquarters Facility to be located in a TBD city.

The selection of a Brokerage firm will be a two-step process. For the initial submission, IFMA and Watchdog will evaluate each candidate's qualifications, proposed project personnel/team, past experience and potential project approach. The second step will involve the selection of a short list of candidates that will be asked to provide a response to a detailed Request for Proposal (RFP) to IFMA and Watchdog. Your firm has been invited to submit qualifications to provide Real Estate Brokerage and Site Selection Services. The statement of your qualifications must be submitted no later than Friday, February 17, 2012 at 12:00 PM EST. We anticipate the selection of a short list of firms on or before February 24, 2012. The short list of firms will then be issued a detailed RFP for response.

Please submit two (2) sealed copies of your qualifications to the following address:

Watchdog Real Estate Project Managers  
Attn: John Kindred  
2129 Chestnut Street, Suite 300  
Philadelphia, PA 19103

Additionally, please provide one (1) PDF copy of your qualifications to the following email address **(THIS FILE MUST BE ZIPPED)**: [jkindred@watchdogpm.com](mailto:jkindred@watchdogpm.com)

If you have any questions, please do not hesitate to contact me at 215-625-8550.

Sincerely,

John Kindred  
Principal  
Watchdog Real Estate Project Managers

## **Request for Qualifications (RFQ)**

### **Overview**

IFMA is the world's largest and most widely recognized international association for professional facility managers, supporting more than 20,500 members in 78 countries.

#### **The association's members:**

- Include 127 chapters and 16 industry councils worldwide
- Manage more than 37 billion square feet of property
- Annually purchase more than US\$100 billion in products and services

**Formed in 1980**, IFMA certifies facility managers, conducts research, provides educational programs, recognizes facility management certificate programs and produces World Workplace, the world's largest facility management conference and exposition.

### **Project Background**

In the fall of 2011, IFMA launched the headquarters workplace project to create a physical environment conducive to work styles and settings that drive organizational innovation supporting the achievement of strategic objectives and provides a world-class workspace for our staff and association members. Additionally, this project should provide IFMA the opportunity to explore, prioritize, and implement sustainable and sustainability initiatives such as "high performance building" design, "green lease", operations & maintenance, energy management tools and certification, facility certification/branding, etc.

IFMA's current headquarters is at 1 East Greenway Plaza in Houston, Texas. The lease of the space will expire on December 31, 2012.

This milestone presents a unique opportunity to begin the strategic planning process with a clean slate and develop a workplace strategy that supports the way our people work today while integrating the agility necessary to support how they will choose to work in the future.

IFMA has engaged DEGW as their workplace strategy consultant. DEGW will work with IFMA to determine the ideal space utilization strategy and space program as related to their organizational values, goals and functional requirements\*.

\*Previous experience with DEGW is not a requirement to participate in this RFQ.



It is anticipated that the Design effort will begin in February 2012. A preliminary schedule indicates design document completion and bidding occurring late June, 2012, and construction completion and occupancy no later than December 31, 2012.

### **Services Anticipated**

Full service Real Estate Brokerage and Site Selection Services are anticipated for approximately 20,000RSF of office space.

### **Submission Requirements**

Provide a description of Firm/Team background/history; services available and anticipated to be provided for this effort.

Please provide proposed team size, disciplines and number and location of additional offices. If you are presenting a collaborative team please indicate past working relationships and experiences.

Please provide your past relevant experiences on projects of similar nature, include: project description, services provided, completion date, client reference and contact information on work that you have completed within the past 5 years. Specific attention should be paid to providing relevant services to Professional Organizations.

Please provide a list of projects you are currently working on as well as a list of projects you anticipate completing in the next 12 months.

Develop an organizational chart showing the potential Project team participants. Include resumes of key personnel that would be involved in this undertaking and their role, typical levels of participation and responsibilities. If you are considering additional team (firm) members, local participation is highly encouraged.

Given the timeframe and general description of the project, please describe your approach to implementing the Site Selection Services of this effort.



## **Request for Presentation and Proposal Submission**

Selected RFQ's will be invited to respond to a detailed RFP.

IFMA and Watchdog reserve the right to reject any and all submittals. Any exceptions or qualifications to this RFQ must be provided in writing during the initial submission.