

January 16, 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 Architectural & Engineering firms who would be interested in providing Design Services (Architectural, Engineering and Interior) for IFMA's headquarters.

The selection of an A/E firm will be a two-step process. For the initial submission, IFMA and Watchdog will evaluate each candidate's qualifications, proposed project personnel/team, and recent relevant experience. 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.

Your firm has been invited to submit qualifications to provide Architectural, Engineering and Interior Design services. The statement of your qualifications must be submitted no later than January 25, 2012 at 5:00 PM EST. The RFP will be issued on February 2, 2012 to qualified firms.

Please submit two (2) hard copy responses to the following address:

IFMA  
Attn: Christeen Seymour  
1 East Greenway Plaza  
Suite 100  
Houston, Texas 77046

Additionally, please provide one (1) PDF copy of your qualifications to each the following email addresses (**THIS FILE MUST BE ZIPPED**):

[christeen.seymour@ifma.org](mailto:christeen.seymour@ifma.org); [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 development of a workplace strategy and relocation project for their headquarters operations to create a physical and virtual environment conducive to the work styles and settings that drive organizational innovation supporting, achievement of strategic objectives and provides a world-class workspace for our staff that adds value for the worldwide members of the association. . 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.

IFMA has begun a strategic planning process to develop a workplace strategy that supports how their people work today and integrates 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 workplace strategy and space program in support of IFMA's organizational vision. DEGW will also collaborate with the selected design firm to develop the final space program and adjacency requirements and continue their services delivering change management and training services through move-in. It is anticipated that the Design effort will begin in February 2012. A preliminary schedule indicates design and construction documentation completion and bidding

occurring late July, 2012, and construction completion and occupancy no later than December 31, 2012.

### **Services Required**

Global delivery of Architectural, Engineering, Interiors and Furniture Services for approximately 20,000 RSF of office space.

### **Submission Requirements**

Provide an overview of Firm/Team background/history, firm size, disciplines and number and location of additional offices.

If you are presenting a collaborative team, please indicate past working relationships and experiences, as well as the relevant qualifications for the other firm(s). Also identify the services available and those anticipated to be provided for this effort.

Please provide your past relevant experiences on up to five projects within the last 5 years that required the interpretation of and conceptual design for a workplace transformation led by DEGW. Include: project description and value of work (construction and design costs), services provided, completion date, client reference and contact information. Specific attention should be paid to providing relevant services to Professional Organizations and experience working with DEGW.

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 potential Project team participants.

Note:

A/The location(s) for the IFMA headquarters' functions has not been established. Therefore, a global reach is required.

Principal participation is required. Identify and include resumes for all personnel that would be involved in this undertaking. Include their role, expected level of participation and responsibilities.

Please provide your hourly rate and reimbursable expense schedules.

## **Request for Proposal (RFP) Submission**

Selected RFQ's will be invited to respond to a detailed RFP. Responses to the subsequent RFP will require a fee proposal, defined scope of services necessary to meet a detailed scope of work outlined in the RFP, and a description of your approach to implementing the Design and documentation for this project.

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.