



Baltimore Regional Housing Partnership

Request for Qualifications Commercial Brokerage Services

Issue Date: 05/07/2021

Proposal Due Date: 05/28/2021

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I. INTRODUCTION

The Baltimore Regional Housing Partnership, Inc. (BRHP) is a private nonprofit organization committed to opening pathways to a better future for low-income families in Baltimore City. As Regional Administrator of the Baltimore Housing Mobility Program (Program) since 2013, BRHP has supported thousands of families in finding housing in high opportunities areas throughout the Baltimore region. Uniquely, BRHP is one of the few agencies who administer the Housing Choice Voucher Program on a regional scale and provide housing mobility counseling services to families. The program currently provides over 4,000 families access to housing, educational, and employment in high opportunity areas.

BRHP is optimistic about our future growth and current opportunities to continue providing much needed services to the greater Baltimore region, and accordingly, we are seeking a comprehensive solution to creating and managing the brokerage process. BRHP's goal is to have a high degree of flexibility with our office space, ensuring that programmatic and operational needs are met, while providing a warm, welcoming, safe and efficient space for those we serve.

II. OVERVIEW

BRHP is seeking proposals in response to this RFQ from qualified firms or individuals to provide a full range of tenant broker services to support in the selection of leased office space.

BRHP's leased offices are located in downtown Baltimore at 20 South Charles Street, Suite 801. The current lease agreement covers approximately 12,000 square feet and expires in April of 2022. BRHP maintains a staff of approximately 50 employees. These services are needed to assist BRHP in identifying the best course of action for housing the BRHP offices at the expiration of the current lease agreement, whether through a lease renewal of the current space or locating and leasing a new space.

The purpose of this Request for Qualifications (RFQ) is to select the most qualified vendors who should have at a minimum, qualifications and experience necessary to perform the scope of work as described herein, and shall be able to provide the services described in this RFQ within the time frame required by BRHP.

BRHP strongly encourages locally owned, minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to submit a proposal, in response to this RFQ.

III. SCOPE OF WORK

The general scope of services to be provided under this RFQ should include, but not be limited to the following:

- Support BRHP to identify and recommend appropriate office space as the need(s) arise in a timely fashion
- Negotiate lease terms and conditions
- Negotiate renewal terms and conditions
- Coordinate lease preparation and execution
- Review lease templates
- Assess viability of purchase of commercial space
- Work directly with BRHP's Department of Operations and space planner contractor
- Develop regular market reports and analysis (e.g. traffic flow data, utilities information, zoning details, parking) as needed
- Provide other related services as required

IV. PROPOSAL CONTENTS.

In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below, pages numbered (where applicable), sections tabbed and in an electronic format:

A. Company Information and Past Experience

- Provide a brief summary of your firm and its culture and a description of key staff proposed to be assigned to BRHP's account (brochures and marketing materials may be included as an appendix, but should not take the place of a brief written response). Include your experience and expertise serving clients in the non-profit arena, and a summary of what differentiates your firm from your competitors.
- Indicate the primary physical location from which you will be providing your services.
- Provide a summary of your experience within the last 24 months with leasing transactions for Class A or B commercial office space.
- Provide a description of the techniques, approaches, strategies, and methods you or your firm uses, including any unique qualifications or capabilities with regard to negotiating lease terms and conditions, reviewing/preparing lease templates, coordinating lease preparation and execution, particularly where the funder of the lease is the US government or donor community.

B. Services Description

- What is included in your core brokerage and consulting services? Recent examples of lease negotiations and concessions obtained are welcome.
- Are other services available? If so, please provide an overview.

C. Fee Proposal

- Describe your proposed form of compensation (i.e., commission, annual retainer, fee-for-service).
- Specify which services are included in this compensation and which services would require additional fees.

D. Credentials

- Provide copies or listing of business licenses, professional certifications and affiliations, or other credentials, together with evidence that bidder, if a corporation, is in good standing and qualified to conduct business in Maryland and the United States.

E. References

- Provide references with contact information from a minimum of three clients from the Maryland or Washington DC Metro Area, who has used bidder's services for leasing within last 36 months.

F. Sample Materials

- Include sample materials that are representative of the support you provide your clients. These might include sample listings, meeting materials, contracts, etc.

V. RFQ SCHEDULE AND SUBMISSION REQUIREMENTS.

A. RFQ Schedule.

Activity	Date
Issue RFQ	05/07/2021
Questions Due	05/14/2021
Answers to Questions Posted	05/18/2021
Proposals Due	05/28/2021
Anticipated Award Date	06/11/2021

B. Closing Submission Date. Proposals must be submitted by electronic copy as specified in paragraph D below **no later than 5:00 PM EDT on May 28, 2021.** Proposals received after the deadline will not be accepted. It is neither BRHP's responsibility nor practice to acknowledge receipt of any proposal. It is the Offeror's responsibility to assure that a proposal is received.

C. Inquiries. Any requests for additional information, clarification or questions regarding this RFQ may be sent via e-mail to Blaine Getachew at bgetachew@brhp.org. **All such communications must be received by 9:00 AM EDT by May 14, 2021.** All questions, as well as responses, will be posted on a rolling basis in the Request for Proposals section of BRHP’s website.

D. Instructions to Offerors. All Offerors shall provide one (1) electronic copy.

Note, the e-mail subject line for the electronic copy must read “RFQ, Commercial Brokerage Services” to Blaine Getachew at bgetachew@brhp.org.

In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with BRHP staff or members of the Board of Directors regarding the proposal. Failure to comply with this request will result in disqualification of the proposal.

VI. EVALUATION CRITERIA AND PROCEDURE.

A. Evaluation Criteria. BRHP’s Commercial Brokerage RFQ Committee will evaluate all proposals received based upon the following factors with corresponding ranking points:

Evaluation Factor	Maximum Rating Points
Company Information and Past Experience	30%
Fee Proposal	20%
Service Description/Sample Materials	25%
Credentials/References	25%

B. Evaluation Procedure.

1. Review Process. BRHP may, at its discretion, request presentations by, or a meeting with, any or all firms, to clarify or negotiate modifications to the firm’s proposal. However, BRHP reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose.

2. Notification of Award. It is expected that a decision selecting the successful firm will be made by June 11, 2021. Upon conclusion of the final negotiations with the successful firm, all Offerors submitting proposals to this RFQ will be notified of BRHP’s final decision awarding the contract.

VII. CONDITIONS OF PROPOSAL

A. Right to Reject. BRHP reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all Offerors and further reserves the right to select the proposal which furthers the best interests of BRHP. A contract for the accepted proposal will be drafted based upon the factors described in the RFQ.

B. Contract Ethics. No employee of BRHP who exercises any responsibilities in the review, approval or implementation of the proposal or contract shall participate in any decisions which affects his or her direct or indirect personal or financial interest.

It is a breach of ethical standards for any person to offer, give or agree to give any BRHP employee or board member, or for any BRHP employee or board member to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

The firm shall not accept any client or project that places it in a conflict of interest with its representation of BRHP. If such a conflict is subsequently discovered, BRHP shall be promptly notified.

C. Minority-Owned Businesses. BRHP strongly encourages small, locally-owned, minority-owned, women-owned, socially and economically disadvantaged and service-disabled veteran-owned businesses to submit a proposal, in response to this RFQ. Efforts will be made by BRHP to utilize these types of businesses.

D. Consent. By submitting a proposal to BRHP, Offeror consents to the Scope of Work and general requirements of this RFQ noted herein. Exceptions desired must be clearly noted in the submitted proposal.

E. Assignment. Offeror shall not assign, sublet or transfer its interest, obligations or rights in any contract entered into with BRHP without BRHP's prior written consent.

F. Retention Policy. All submitted proposals become the sole and exclusive property of BRHP.

- G. Effective Period.** Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.
- H. Expenses.** BRHP shall not be liable for any expenses, including travel expenses, related to the preparation of the proposal and contract negotiation process.
- I. Media.** Written consent from BRHP must be obtained for any media releases or any other public disclosure regarding an award of the contract by BRHP and any work resulting from that award.

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