

**Project No. SPC-013**  
**State Properties Commission**  
**Tenant Brokerage and Real Estate Consulting Services**  
**Questions & Clarifications**

1. Who are the **current service providers** and how is the State of Georgia currently handling these real estate needs?
  - We hire consultants or professional services as needed on an individual basis
2. On pages 4, 7 and 11 (B9) of 27, how serious is the “**No Conflicts of Interest**” issue in regards to your awarding?
  - Very serious. Transparency in this process is paramount
3. On page 3 of 27, how large is the **Board of Regents** portion of the leased portfolio?
  - To the best of our knowledge, over 300 leases with total annual obligations over \$200 million. More information at [www.realpropertiesgeorgia.org](http://www.realpropertiesgeorgia.org)
4. On page 6 and 12 (D3 (B))of 27 what is the anticipated scope of free “**Consulting Hours**”?
  - As stated in the RFP, we are looking for real estate professional services such as metro plans, portfolio plans, building assessments, broker opinions of value, etc
5. In the **initial 5 month period** is it SPC’s goal to have the strategic planning, programming planning, stacking and schematic design complete?
  - No

What services are to be included in schematic design? Development of design details: elevations, initial lighting plans, electrical plans, finish selection, furniture assessment, etc?

- Schematic is just general layout of office space

Is inventory and evaluation of existing furniture to be included in the Space Planning Services? Are there any other items to be assessed?

- No

6. On page 27 of 27, item m: Define “**Design-Intent-Drawings**”?
  - Drawings that lay out the intent of the space to be leased. elevations, initial lighting plans, electrical plans, finish schedules, etc
7. On page 3 and 6 there is reference to the following potential services: “This also may include an evaluation of possible **energy efficient solutions and savings.**” Please define the level of evaluation anticipated. Should we have an engineering firm on board as a consultant?
  - Energy efficient solutions will be a small part of this evaluation
8. Please define “**Statement of Capacity**” in greater detail?
  - Your ability to fulfill the requirements under the RFP
9. Are you open to discussing change in your “**Standard Procedure New Lease Request**” document?
  - Yes, as long as it fits within the law
10. Does Georgia currently have a provider of the services sought under this RFQ/RFP? If so, who are the current provider(s)?
  - No

11. Is it the State's intent to identify one provider, or multiple providers, of the services sought in the RFP/RFQ?
  - One or more
12. Could you please confirm that the term of the anticipated contract is five months, not five years, with a one-year renewal option?
  - Yes
13. Could you please state the major goals of this sourcing initiative, in order of relative importance? i.e., savings, strategy, more efficient processes, etc.?
  - Effective real estate portfolio management is the goal
14. Does the State require additional funding to pay for the Consulting Services sought in Section 2B, Consulting Services?
  - The State's desire is for this to be a no cost contract
15. Is there a file size limit for the proposal submittal (since you would like our proposal uploaded electronically)?
  - There is no file size limit. However, firms are asked to be as concise as possible in their responses
16. Under Evaluation Criteria, you state that 30 points will be awarded to the provider who demonstrates background, history, experience performing similar services for *public entities*. Will experience providing these services for private sector clients be awarded the same scores as for public entities? If not, what is the methodology for recognizing private sector experience, if any?
  - Respondents should provide any experience that is relevant to this project
17. It is our understanding that with the latest referendum passing that the State can enter into longer term leases than have been permitted in the past. We also understand that there is companion language in the legislation that will allow for the State to terminate a lease. Could you clarify this and how the State intends to present this change to the marketplace?
  - New template lease documents are currently being drafted
18. For how many State agencies does GSFIC/SPC procure space? How does the process work (or does the acquisition process only begin once the agency submits the SAF and SUQ)? Is there any current strategic or proactive planning on the part of the State for acquiring space? Could you please describe that process?
  - [www.realpropertiesgeorgia.org](http://www.realpropertiesgeorgia.org) show all state agency leases. [www.spc.ga.gov](http://www.spc.ga.gov) has our processes listed

#### **Portfolio Lease Administration Questions**

19. May we obtain a list of the state locations that are included in the RFQ along with the size of each owned and leased location, and current expiration dates for the leases?
  - This information is not available
20. Does GSFIC have any third party tenants/subtenants? If so, how many and are you looking to the provider to invoice and collect rents from the third party subtenants/tenants?
  - We are not looking to the respondent to collect or invoice rents
21. What system does GSFIC currently use to manage/track their leased and owned locations?

- [www.realpropertiesgeorgia.org](http://www.realpropertiesgeorgia.org)
- 22. Are your leased and owned location documents scanned and uploaded into your lease administration system?
  - No – not currently
- 23. Is GSFIC satisfied with the quality/accuracy/completeness of the data currently housed in your lease administration system?
  - We are evaluating lease admin systems
- 24. What accounting system do you use to process the rent payments?
  - We don't process rent payments
- 25. Is your accounting system integrated with your lease administration system?
  - No
- 26. Can you share what your current leased property and owned property abstracts look like or at least the number of data fields you are looking to capture for each type of location within your system?
  - [www.realpropertiesgeorgia.org](http://www.realpropertiesgeorgia.org)
- 27. Can you expand on the list of required services for lease administration? Would services include minimum rent invoice review, desktop reviews of operating expense billings, review of estoppels and SNDA's, and any level of assistance with rent payment processing? Are there any other lease administration services (other than what are listed in the RFQ and above) that you are looking to the provider to provide?
  - Not at this time as we are still evaluating lease admin systems
- 28. Aside from critical date reporting and budget projections, what other type of reporting would GSFIC be looking for from a lease administration perspective? Is your current system able to generate your required reports?
  - Any and all reports that assist us in determining the health of the portfolio
- 29. Please describe in any calendar year, the annual amount of open market lease renewals, and annual dispositions that the state of Georgia does?
  - Almost all of the State's leases are annually renewable at this time. Dispositions vary by year but about 5-15 properties
- 30. Please explain the space planning needs?
  - Design and programming associated with the programmatic need
- 31. Does the agency SPC have an open mandate to lease space or is the state leasing subject to annual legislative approval?
  - The budget for each agency requires legislative approval but not each lease
- 32. Question D3: (B) With respect to all other consulting services, compensation should be stated in terms of hourly rates or set fees for service. It is SPC's desire to be compensated in free "Consulting Hours". Please clarify- consulting being rebated or free of charge?
  - As stated in the RFP, we are looking for real estate professional services such as metro plans, portfolio plans, building assessments, broker opinions of value, etc. We are not considering rebates at this time

33. Page 3 of the RFQ/RFP states “SPC is seeking one or more companies to assist SPC in developing more efficient and economical use of current and proposed private sector lease agreements.” Does that mean the scope of services is limited to the private sector leased space? Or is the state’s owned portfolio also included in the scope of services?
- The owned portfolio will only come into play as part of the consulting services described in the RFP
34. What portion of the 26 million square feet of leased space is comprised of the University system?
- Over half – look at [www.realpropertiesgeorgia.org](http://www.realpropertiesgeorgia.org)
35. Will the state provide a report or spreadsheet of the leased portfolio?
- [www.realpropertiesgeorgia.org](http://www.realpropertiesgeorgia.org)
36. Is there a complete inventory of owned assets? Can it be accessed?
- [www.realpropertiesgeorgia.org](http://www.realpropertiesgeorgia.org)
37. Is there a current list of surplus assets? Will the state provide it?
- This will not be provided as part of this project
38. What is the State’s rationale for limiting the initial contract to five months? Is there an option to extend the renewal option beyond one year?
- Law requires contracts to be annual and not extend past the fiscal year. Yes there are renewal options
39. Given the amount of resources required to properly staff the contract and implement a technology solution for lease administration, how will the state decide whether or not to choose one company? If more than one company is selected, how will the required services and transactions be allocated?
- Most likely we will acquire our own system but that will be determined at a later date. The allocation of services and transactions will be decided on a project basis.
40. On page 6 of the RFQ/RFP, how are (i) and (iii) different?
- (i) is the work (locating and negotiating) a lease on the front end. (iii) through communications with SPC manage the ongoing terms of the lease and potential renewal periods if approved by SPC
41. Acquisition and disposition services for surplus properties is listed on page 6 under Consulting Services. Real estate firms are typically compensated for these services via brokerage fee. Is it the State’s intent that those services be compensated by brokerage fee or consulting fees?
- Free consulting hours are desired but if this is not possible will consider other options
42. If multiple companies are awarded, how does the state plan to integrate the required annual report and lease administration functions?
- Each company will be required to present the information that the company handled during the fiscal year in a format prescribed by SPC
43. On page 10, B4, does the state want only pending litigation by or against a State or other governmental entity?
- Anything in the past 5 years private and public

44. Page 8, paragraph A states that responses “shall be bound with a durable cover, including a cover letter.” But paragraph B suggests that respondents shall use an electronic upload to submit responses. Can the State clarify whether respondents should submit a hard copy of the response, an electronic copy, or both?
- Electronic copy is the only required form of submittal
45. Pursuant to Section 4 (D), attached are our questions for the RFQ. :
1. What software does SPC currently use for lease administration?
    - a. Access program
  2. Are the Additional Consulting Services/Requirements in Section 2(B) intended to be included in the hourly allotment (“Consulting Hours”)?
    - a. yes
  3. Will the finalist firms be allowed to review any proposed contract prior to the selection date of the last week of January 2013 in order to facilitate a February 1, 2013 start date?
    - a. yes
  4. Is the rationale for the initial 5 month term as noted in Section 1(B) to tie into the legislative year?
    - a. State can not sign a contract that extends across a fiscal year
46. Is it possible for respondents to view previous successful bids for tenant brokerage and real estate consulting services?
- N/A
47. Would the successful bidder be required to cease all other real estate activities and work exclusively for the state? On page 3 the RFP states that the contract term is from 2/1/13 through 6/30/13 (5 months) yet, on page 11 there is a request for a 90 day ramp-up period as part of any proposed plan. If awarded the project, how does the real estate firm protect itself from the risk associated with the significant amount of time, money and resources that will be expended with only a two month contract?
- No, SPC only requests no conflicts of interest.
48. There are references pertaining to technology throughout the RFP but specifically as it relates to page 7, if the real estate firm brings new and emerging technology solutions to the SPC:
- a. will the real estate firm be required to stay within the BLLIP system?
    - i. No, but it must be utilized and accounted for
  - b. will the real estate firm’s technology have the opportunity to add on to or supplement the systems (BLLIP or otherwise) that currently exist?
    - i. Import / export capabilities or bridge
  - c. if proprietary software technology is provided to the project, will the SPC be willing to agree to the intellectual property (“IP”) rights associated with the technology?
    - i. Possibly, SPC would need to review the details of any agreement
49. There is a contradiction between pages 9 & 14 of the RFP on the deliverables the SPC is requesting with the submitted proposals. An electronic version (printable on an 8.5’ x 11’ sized paper) will be submitted but please clarify if a hard copy is requested from the SPC as well. If so, where do you want the hard copy sent and how many copies?
- Only an electronic copy is required
50. Please provide the following information concerning owned properties:
- a. Total number
  - b. Percent that are industrial, office and land
  - c. Number of vacant properties
    - [www.realpropertiesgeorgia.org](http://www.realpropertiesgeorgia.org)
51. Please provide the following information concerning leased properties:
- Total number of leased locations

- Average remaining lease term
- Estimate of the annual lease financial obligation for the next year, following year and five years in the future
  - [www.realpropertiesgeorgia.org](http://www.realpropertiesgeorgia.org)

52. Lease administration is a required service. Does the term for lease administration continue after the contract term expires? If so, what is the obligation?
- SPC is currently looking for its own lease admin system to acquire outside of this contract. If this does not happen other lease admin options will be explored.

Are owned properties to be included in the data base? If so, what information must be captured?

- At this point no but we would reserve the right to add owned properties in the future.

Are copies of all existing leases held in a central location? If not, what effort will be required to obtain copies of leases?

- Yes – hard copies in our office

53. RFP page 3, regarding the contract period of performance, as to brokerage services, since execution of government real estate procurement or disposal transactions can easily require a year or more, are the periods of performance stated (5 mos. base plus 1 year option) merely for ordering of brokerage services (rather than transaction completion), such that the contractor will still be obligated to complete the transaction work and entitled to earn a commission upon closing even though the contract period has previously expired?

- During the initial 5 month term no acquisition or disposition services are intended to be requested

54. Regarding RFP p. 3, please confirm how:

- a. the number of contractors to be selected under the contract will be determined.
  - a. By selection committee
- b. the brokerage services will be awarded among the selected contractors.
  - a. On a project by project bases SPC will determine the best suited broker based on quality of service, lack of conflicts, and other factors in the best interest of SPC
- c. the consulting services will be awarded among the selected contractors.
  - a. Based on the amount of free consulting hours earned and the best suited broker based on quality of service, lack of conflicts, and other factors in the best interest of SPC

55. Regarding RFP p. 6, Section 2.A, is the portfolio review to be compensated under the pricing of the Consulting Services described in Section B?"

- No, desire that to be included as part of the overall services provided

56. Regarding RFP p. 7, and the description of “conflicts of interest” for the contractor, please:

- a. Provide a definition, or contract clause or citation to regulation to define the scope of what comprises a prohibited “conflict of interest”.
  - a. Example of representation of landlord and tenant
- b. Explain whether in the example given the State believes the conflict exists if contractor provides brokerage services to the landlord:
  1. only on properties different than those on which the contractor represents the state, and
    - a. No

2. using a completely different team of personnel for those services to the landlord, with firewall policy to prevent transmission of information between the two teams.

a. yes

57. Regarding RFP p. 12, tab D3, it states, "It is SPC's desire to be compensated in free 'Consulting Hours'." Please explain this statement.
- SPC desires consulting services in lieu of commissions or fees
58. Regarding RFP p. 19, the reciprocal preference law, will that be applied based on a non-resident's state of incorporation, or state of principal place of business?
- The principal place of business. In order to clarify the matter further, if a firm satisfies the definition of a resident proposer, the reciprocal preference law is a non-issue. If a firm is not considered a resident proposer in the state of Georgia, and their resident state does grant a preference to in state firms or penalize a Georgia firm, then we are saying that we would grant a preference of impose a penalty in a like manner. The definition of a resident proposer is any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure.
59. The RFP states that SPC makes no commitment that chosen tenant broker(s) will be used for transactions and there is no minimum set for using the tenant broker. Ultimately, who chooses to use the tenant broker on individual transactions? Is it SPC or will it be up to each individual state agency?
- SPC
60. The RFP states this contract is for approximately 5 months and may be renewed for 1 additional year. How many one year renewals are possible prior to the need for a new procurement?
- SPC goal is for a positive contractual relationship with several options for renewal
61. Does the SPC have an approved protocol to address how conflicts of interest are to be handled if the selected broker has listings for buildings which may be a viable location in an upcoming procurement?
- The broker will not be used if it represents the landlord
62. Is the state looking for the tenant broker(s) to run a parallel lease administration platform in addition to BLLIP or just enter information into BLLIP with it continuing the state's primary lease administration platform?
- SPC is currently looking for its own lease admin system to acquire outside of this contract. If this does not happen other lease admin options will be explored. Broker must be able to import / export from and to BLLIP or build a bridge
63. Beyond uploading the necessary lease information to BLLIP, are there any additional requirements of the tenant broker(s) as it relates to support of the state's primary lease administration functions such as lease audits, billing, etc.? If so, does the SPC or each individual state agency generate and send lease payment to the respective landlords?
- Desktop audits only and no billing information at this time
64. If more than one tenant broker is selected, how will the lease administration requirements be divided if services are required beyond uploading the necessary lease information to BLLIP?
- SPC is currently looking for its own lease admin system to acquire outside of this contract. If this does not happen other lease admin options will be explored. Each broker will be responsible for input and maintenance of their information

65. On Page 13 of 27, Section D7, is the requested timeline a generic timeline for a typical tenant broker transaction or are you looking for proposed timelines for consulting services beyond the 90-day ramp-up plan requested in Section D1?
- Of the services the broker is offering to provide SPC we want to know the anticipated timeline to complete those services
66. On Page 18 of 27, Section 8, it appears information is missing from this section. Is there additional criteria other than the criteria that is referenced in Section A on page 16 and in Section 4 on Page 17 of 27?.
- Yes this was an omission – refer to sections 4 and 5 for criteria for selections
67. Will the full range of space planning services be required for each lease transaction or are those services only required on a case-by-case basis?
- Case by case
68. Please confirm that the Respondent is not required to prepare construction documents and that space planning services only included through schematic design?
- Broker may be required to produce schematic and DIDs
69. Can you provide templates that SPC uses to upload information into BLLIP?
- Web-based format – no forms
70. Is the BLLIP on line database up to date?
- To the best of our knowledge, yes
71. Is BLLIP a database developed by the State or a third party? If third party who is the provider?
- Carl Vinson Institute of Government (UGA)
72. Are there any approaches or methods relative to tenant representation used by other state governments that Georgia would like to emulate?
- Looking for respondent to provide this information
73. What is the process for the SPC in approving/executing leases and/or purchase and sale agreements?
- Information provided on our website at [www.gspc.ga.gov](http://www.gspc.ga.gov)
74. Is the February 1, 2013 – June 30, 2013 term for Real Estate Consulting Services, or is this intended for Tenant Brokerage services as well? Typical Tenant Brokerage services would extend to the completion of a given transaction (which often takes longer than 5 months).
- Both – we cannot execute a contract that crosses a fiscal year
75. Does the SPC expect Broker to receive commissions from the Landlord/Seller in all instances including if and when the State is the Landlord or Seller?
- No cost contract to the State
76. If possible, can you provide more detailed occupancy information for the State business groups that could potentially be affected by the project?

- To the extent available, information on occupancy will be provided to the successful respondent. Space standards and processes are found on our website at [www.gspc.ga.gov](http://www.gspc.ga.gov)

77. Please describe what Key Performance Indicators the State is most interested in tracking.

- To be developed with the successful respondent(s)

78. Will all State entities (agencies, departments, authorities, etc.) be included in the proposed brokerage/consulting contract? If not, which will be excluded?

- SPC is the owner of the contract. SPC represents all state agencies with very few exceptions.