

**February 19, 2020**

**Project No. SPC-201  
State Properties Commission  
Tenant Brokerage and Real Estate Consulting Services  
Questions & Clarifications**

1. I have a question about a statement on **Page 10** of the RFQ. In **Section D1-Summary** it is stated that If the proposal is to be limited to particular markets in Georgia (i.e. Atlanta), please describe how resources will be deployed in all regions of the state. Does this mean that a brokerage firm can propose to provide brokerage services in select markets, for example- only in the Atlanta metropolitan area and not in areas or counties outside the Atlanta metro area?

SPC requires a solution to service the entire state. If a proposer only has in-house resources to cover a select area(s) then we want to hear how that proposer will partner or otherwise bring to bear the necessary resources to cover the entire state.

2. Regarding the stated 50-page limit, can SPC please clarify which response items are included in the page limit; for example, title page, Tab A cover letter and table of contents, resumes, project case studies, required exhibits? May some materials such as resumes be provided as an appendix and excluded from the 50-page limit?

In an attempt to manage the volume of material being submitted during this first step in the selection process, the 50-page limit applies to the entire response, including everything listed above. While including material as an appendix is acceptable, the total number of pages submitted, including any appendices, should not exceed the 50-page limit. Statements of Qualifications that exceed 50-pages may be deemed non-responsive and will not be considered by the Selection Committee.

3. Does the contract scope include annual renewals of existing 1-year leases?

The selected broker is expected to perform all assigned projects which may include annual renewals, renegotiations, relocations, cancelations and new deals. There is no guarantee of volume of work.

4. What is the SPC Board's meeting schedule for FY2021 and FY2022? If no schedule has been determined, what is your best estimate of the number of Board meetings anticipated to be held in FY2021 and FY2022?

There are no standing board meetings. Board meetings are called by the Chairman (Governor). Historically there are 5-6 board meetings per year. Typically, a board meeting is not held during Session (January – Mid-April).

5. What is the process for SPC Board approval?

There must be a signed letter of intent that spells out key terms between the landlord, agency and SPC in order to get on the board agenda.

6. Where can we view copies of the SPC's standard forms -- LOI, 1-Year Lease, Short Term Lease, and Long Term Lease forms?

Examples of completed deals can be provided.

7. Would the SPC consider pushing back the Interviews of Finalists to the week of April 13th? The Interviews of Finalists on April 7-9, 2020 are scheduled during the Spring Break holiday for several major counties in Georgia (Fulton, Cobb, Dekalb, Henry, Fayette, Coweta, etc.), which may impair several qualified respondents' ability to appear in person do to existing travel conflicts. This may also affect scheduling for some of the SPC employees and selection committee members.

SPC will consider rescheduling the Interview of Finalist date to be held after the currently scheduled date. If the Interview of Finalist date is rescheduled, an Addendum to the RFQ will be posted.

8. Do the Consulting Hours in Section 3.B apply to any of the following services from Section 3.A:

Those items under 3A are expected to be performed by Broker without cost or utilization of consulting hours.

- a. "...analysis of each sub-market and recommendations for the upcoming year." -- Last sentence under the bullet 'Performance Measures'
  - b. Lease Administration – Broker is expected to provide lease administration for those projects which they are assigned. SPC is interested in Broker's ability to provide lease administration for the entire portfolio and the cost / fees associated with this.
  - c. Average Market Rates (AMR) -
  - d. Annual Portfolio Review
9. Please clarify the difference (if any) between the Annual Portfolio Review of leases by sub-market described in Section 3.A and the portfolio and metro plans based on geographic area described in Section 4.B?

Annual Portfolio Review is a high level review of the State's entire leased portfolio to identify areas for rent renegotiation to drive savings or increased utilization. Metro Plans are a more detailed study of a defined area, such as a

select city, to understand the State's total space utilization (owned and leased) and cost to develop a plan for increasing utilization and reducing cost.

10. How many Selection Committee members will be evaluating the respondent proposals?

Three voting members with others potentially sitting in as observers.

11. Please provide the names and titles of the Selection Committee members described in Section 4.A. The RFQ prohibits contacting them but doesn't identify them so that respondents can avoid unintentionally communicating with a selection committee member.

SPC's leadership and legal team will comprise the Selection Committee.

12. What is the maximum file size that may be uploaded to the GSFIC link?

The maximum file size is not known. However, given the history of the site's use, and the sizes of many of the files that have been uploaded to the site, there should not be an issue uploading a file due to size. If you experience difficulty uploading a file, contact Jeff Lacks in accordance with the instructions in the RFQ.

13. In Section 5.B, how many finalists will be selected for Interviews?

To be determined by the Selection Committee.

14. Page 17 (last bullet on the page) -- Are brokers permitted to receive compensation for Project Management and/or architect fees directly from Lessors for services rendered on behalf of SPC.

It is possible, at SPC's discretion, to include the cost of project management and architect fees into the cost of the transaction.

15. How many portfolio plans and metro plans for State agencies as described in Section 3.B.4 been completed in the past 4 years? How many have been attempted and not completed? How many are anticipated for FY2021, FY2022 and beyond?

2 metro plans have been completed in the last 4 years. It is not known how many will be requested in the coming years

16. How will the Consulting Hours in Section 3.B be calculated?

SPC's desire is for the Respondent to propose a method of calculating.

17. What happens when SPC requests services, i.e. PM, and there are no more funds left in the “Consulting Hours” account? How are these services paid for then?

SPC may pay for services by utilizing consulting hours or make direct payment for services upon completion. The method of compensation will be determined at the time of the assignment.

18. What is the process and timing for signing leases after an LOI has been executed?

If the total cost of the lease is greater than \$1M, the SPC board must approve the LOI. The timing of board approval is dependent on multiple factors.

The assigned broker should utilize the appropriate SPC template lease to create a draft lease for SPC review within a few days of the LOI’s full execution. The exchange of redlines between landlord and SPC / Legal can take several weeks.

19. In order for us to estimate staffing needs for the account, please provide historical metrics on how many leases SPC signed in the past 3 years – 1-Year Leases, Short Term Leases, and Long Term leases?

Annual Agreements – 826 leases

Multiyear Agreements (short term and long term) – 23 leases

20. In order for us to estimate staffing needs for the account, please provide an estimate of how many leases SPC anticipates signing in FY2021 and FY2022 – 1-Year Leases, Short Term Leases and Long Term leases?

Projecting the volume is difficult. We expect similar volume as previous years (see answer to previous question).

21. Section 3.A.ii - Scope of Services - How many leases Does the state of Georgia currently have in its portfolio?

Currently 1,189 managed by SPC.

22. Section 3.A.ii – Scope of Services - Will the assigned broker be responsible for abstracting the assigned leases or for the entire portfolio?

Broker is expected to provide lease administration for those projects which they are assigned. SPC is interested in Broker’s ability to provide lease administration for the entire portfolio and the cost / fees associated with this.

23. Section 3 - Performance Measures – Is there a template for tracking performance measures?

No.

24. Section 3 - Lease Administration – For the purpose of lease administration will data be handled independently or in conjunction with the state of Georgia's database?

All lease abstracting must be done in the State's Prolease database.

25. Section 3.B5 - Consultation Services – Are you willing to share examples of past benchmarking tools and standards?

Yes.

26. Section 4.C.B2 – Is the Project Manager the same as the point of contact for the team?

In this context, yes.