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RFQ No.13/18

**REQUEST FOR QUALIFICATIONS
OAS REAL ESTATE DEVELOPMENT PROJECT**

**Purchase of the General Secretariat Building (GSB),
Renovation of the Administration Building (ADM), and
Construction of a New Class “A” Office Building at the
Organization of American States Main Complex**

**Secretariat for Administration and Finance
General Secretariat of the Organization of American States
December 21, 2018**

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GLOSSARY

ADM – OAS ADMINISTRATION BUILDING
CFA- COMMISSION OF FINE ARTS
DC – HPO – D.C. HISTORIC PRESERVATION OFFICE
DP - DEPARTMENT OF PROCUREMENT SERVICES
FAR – FLOOR AREA RATIO
GS/OAS - GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES
GSB – OAS GENERAL SECRETARIAT BUILDING
MEP – MECHANICAL ELECTRICAL PLUMBING
MNB – OAS MAIN BUILDING
NCPC – NATIONAL CAPITAL PLANNING COMMISSION
NOB – OAS NEW OFFICE BUILDING
NPS - NATIONAL PARK SERVICE
OAS - THE ORGANIZATION OF AMERICAN STATES
OFM – DEPARTMENT OF STATE OFFICE OF FOREIGN MISSIONS
RFP - REQUEST FOR PROPOSALS
RFQ – REQUEST FOR QUOTATION QUALIFICATIONS
SAF - SECRETARIAT OF ADMINISTRATION AND FINANCE

REQUEST FOR QUALIFICATIONS OAS REAL ESTATE DEVELOPMENT PROJECT

1. BACKGROUND

- 1.1 The Organization of American States (hereinafter OAS) is a public international organization, with headquarters in Washington, D.C. The OAS brings together the nations of the Western Hemisphere to promote democracy, strengthen human rights, foster peace, security and cooperation and advance common interests. For more information about the OAS, please refer to the OAS's website at www.oas.org. The General Secretariat of the Organization of American States (hereinafter GS/OAS) is the central and permanent organ of the OAS.
- 1.2 The real property of the OAS consists of eight (8) buildings located in Washington, D.C., please refer to the attached map showing all OAS buildings located in the Central Business District. Most of these buildings are considered high value properties and several of them are historic. Unfortunately, through years of funding shortfalls, these buildings have accumulated major backlogs of capital maintenance projects, with increasing threats to the continued safety and integrity of the buildings. For many years, OAS Member States have explored options to cover the costs associated with regular and deferred maintenance of OAS buildings.
- 1.3 Starting in 2016, the real estate strategy discussions at the OAS adopted a needs-based approach, assessing the actual needs of the GS/OAS to conduct their regular activities. As part of this approach, OAS Member States identified the space required by the GS/OAS; conducted a gap analysis by comparing the space required with the space currently owned; assessed the total maintenance costs for each of the OAS buildings (regular and deferred); compared these costs with the cost that should be based on industry standards; evaluated scenarios; and identified options.
- 1.4 Based on the resulting analysis, in June 2017, OAS Member States in General Assembly adopted resolution AG/RES.2911¹, providing the basis for the OAS Real Estate Development Project described in Section 2 below. This resolution was reiterated in the General Assembly of 2018 when OAS Member States adopted resolution AG/RES.2923²

2. THE PROJECT

- 2.1 The OAS Real Estate Development Project (hereinafter "the Project") is part of a comprehensive real estate strategy adopted by the OAS Member States in an effort to maximize efficiency in the use of available space, reduce operating costs, and decrease the backlog of maintenance requirements of OAS properties.

¹ AG/RES. 2911 (XLVII-O/17). Progress Toward Accountability, Efficiency, and Effectiveness, and Results in the OAS General Secretariat, adopted at the third plenary session, held on June 21, 2017.

² AG/RES. 2923 (XLVIII-O/18). Progress toward Accountability, Efficiency, and Effectiveness, and Results in the OAS General Secretariat, adopted at the second plenary session, held on June 4, 2018.

2.2 The Project is composed of the following elements:

- a) The retrofit of the OAS Administration Building (hereafter ADM Building) located on the corner of 19th Street and Constitution Ave., N.W., Washington, D.C., renovating/restacking the existing floors to increase occupancy in accordance to current industry standards;
- b) The design and construction of a new class A office building (hereafter NOB) on the lot of and adjacent to the Main Building (hereinafter MNB Building), located at 17th Street and C Street. The size and configuration of NOB will be determined in conjunction with the ADM renovation options, seeking to maximize value to accommodate a total population target of 850 OAS staff and personnel. Design options will include building size configurations of 100,000 square feet; 80,000 square feet; and 65,000 square feet;
- c) In exchange for items (2.a) and (2.b) above, the transfer of ownership of the OAS General Secretariat Building (hereinafter GSB Building) located at 1889 F Street NW, Washington D.C. 20006, in “as is” condition, with GS/OAS retaining ownership until the construction of the NOB Building is completed. Proponents may add a residual cash offer and/or other elements to their proposals, taking into account market conditions and the main objectives of the Project.
- d) A proposal to refinance the current debt on the GSB Building (currently US\$22 million), a requirement for the deferred sale of the property, and to zero-out the debt once the sale and/or transfer of agreement is completed.

2.3 All elements of the Project (as specified in item 2.2 above) represent integral parts of a single project, with successful proponents meeting all four requirements. The OAS seeks a “turnkey” solution, not one that would require the consolidation of component parts by several proponents. Notwithstanding the condition of a turnkey operation, the OAS reserves the right to sell the GSB outright and use the proceeds of the sale for the implementation of the other elements of the Project.

3. PURPOSE

Purpose of the Competitive Procurement Process

3.1 Through a competitive procurement process, the GS/OAS expects to select a firm, joint venture or consortium with the appropriate qualifications to carry out the whole Project described in Section 2.2 above and to sign a three (3) year term contract for its implementation (hereinafter the Contract), for the purchase of GSB, renovation of ADM, and construction of NOB.

Purpose of this Request for Qualification

3.2 The purpose of this Request for Qualification (RFQ) is to ascertain levels of commercial interest and, to the extent possible, shortlist interested firms (Responders) who demonstrate appropriate qualifications to carry out the Project.

3.3 It is anticipated that a Request for Proposals will be issued to select qualified Responders within one (1) month of the closing of this RFQ. Notice in writing that a Responder has been selected as a qualified Responder will not constitute a Contract nor give the Responder any legal or equitable rights or privileges relative to the service requirements set out in this RFQ or in any subsequent RFP.

3.4 OAS/GS reserves the right to modify the terms of this RFQ at any time at its sole discretion. This includes the right to cancel this RFQ at any time without issuing an RFP and the right to cancel the RFP at any time without entering into a contract.

3.5 The attachments in this RFQ provide overall information regarding OAS properties. A more detailed Project Information Packet will be provided to interested firms that comply with the registration process outlined in Section 6.1 below. The Project Information Packet will include the following Appendices, which become part of this RFQ:

- a) GSB Existing Plans
- b) ADM Existing Plans
- c) GSB Architectural Scope/Zoning Information
- d) GSB MEP Evaluation
- e) ADM MEP Evaluation
- f) ADM Renovation Schematic Narrative Specification
- g) ADM Renovation Architectural Scope
- h) NOB Site Conceptual Feasibility Study
- i) NOB Geotechnical Report for Proposed Construction Site
- j) NOB Architectural Scope (100,000 GSF)
- k) NOB Schematic Narrative Specification
- l) ADM Renovation/NOB Construction Approach Cost Matrix
- m) LEED Criteria – Platinum

The RFQ and the Project Information Packet include sufficient information to assist Responders in preparing their RFQ submission, and in completing the subsequent RFP, if selected for the next phase.

3.6 Responders should note that the high level description of the Project and the Request for Proposals (hereafter RFP) set out in this RFQ represents GS/OAS' present approach and is subject to final determination at a later date. A full description will be included in the RFP.

4. COMPETITIVE PROCUREMENT PROCESS OVERVIEW

4.1 The competitive procurement process for the Project involves two phases:

- a) Phase I, consisting of this RFQ to be responded to with a RFQ Submission, and
- b) Phase II, consisting of a RFP inviting selected Responders to submit formal Proposals for the Project.

4.2 The following timetable provides an overview of the main components of the procurement process for the Project. It should be noted that successful participation in Phase I is a mandatory requirement for continued participation in the process.

RFQ Timetable	
Component	Date or Deadline
Release of RFQ	December 21, 2018
Responder's Registration due	January 11, 2019
Walk-throughs	January 16 or 17 th , 2019
Responder's inquiries due	February 8, 2019
Response to Responders' inquiries due	February 15, 2019
RFQ Submission Closing date	March 15, 2019
Prequalification notification	April 8, 2019
RFP Timetable (Provisional and subject to change)	
Component	Date or Deadline
Release of RFP to prequalified Responders	April 10, 2019
Responders' inquiries due	April 26, 2019
Response to Responders' inquiries due	May 08, 2019
Meeting of prequalified Responders with federal and district agencies (NCPC, DC-HPO, NPS, CFA and others as required)	TBD during week of May 13,2019
Proposal closing date	June 14, 2019
Selection of most qualified Responder (highest ranked firm)	July 12, 2019
Negotiation process with highest ranked Responder	July 15, 2019 thru September 16, 2019
Submission of final Proposal and final contract terms	September 23, 2019
Contract Award	September, 2019
Expected Contract Start Date	October, 2019

4.3 The above timetable reflects the expected completion dates but may be modified by the GS/OAS at its sole discretion.

5. GOVERNING LAW

5.1 This qualification process is regulated by:

- a) This RFQ.
- b) The Procurement Contract Rules of the GS/OAS, approved by Executive Order No.00-1. <https://www.oas.org/legal/english/gensec/Executive%20Order%2000-1.pdf>
- c) AG/RES. 2911 (XLVII-O/17), Progress Toward Accountability, Efficiency, and Effectiveness, and Results in the OAS General Secretariat, adopted at the third plenary session, held on June 21,

2017 http://scm.oas.org/doc_public/ENGLISH/HIST_17/AG07451E03.doc; and AG/RES 2923 (XLVIII-O/18). Progress toward Accountability, Efficiency, and Effectiveness, and Results in the OAS General Secretariat, adopted at the second plenary session, held on June 4, 2018. <http://scm.oas.org/IDMS/Redirectpage.aspx?class=AG/doc.&classNum=5641&lang=e>

- d) The Executive Orders, memoranda and other dispositions and official documents of the GS/OAS applicable to this process.

6. INSTRUCTIONS TO RFQ Responders

Interested firms should follow a three-step process for submitting a Proposal:

- a. Register at the “*Official GS/OAS Procurement Notices/Opportunities Portal*” by **5:00 pm January 11, 2019**.
- b. Attend a mandatory walk-through of the General Secretariat Building and the Administration Building on **either January 16 or 17th, 2019 at 11:00 am**.
- c. Submit RFQ Submission by **March 15th, 2019**.

6.1 Registration

GS/OAS will post the invitation letter, the RFQ and its Appendices at the Official GS/OAS Procurement Notices/Opportunities Portal. Interested companies will need to register as a vendor at <https://oas.procureware.com/Bids>. Please note that unfortunately, some servers or SPAM filters may block important messages or send them to your junk mail folder because they don't recognize the sender. To help ensure that you receive all emails and further notifications from OAS/ProcureWare, please ensure to add our e-mail address (“nonreply@procureware.com”) to your address book, contacts, and/ or "Safe Senders" list.]

After OAS/DPS vendors’ approval, companies will be able access to all documents related to Projects Information Packet from the Official GS/OAS Procurement Notices/Opportunities Portal.

6.2 Walk-through

Registered Responders who wish to submit a qualifications package must participate in a mandatory walk-through of the General Secretariat Building (GSB) and Administration Building (ADM). The companies should confirm their attendance by sending an email to oasbidssubmit@oas.org with copy to alopez@oas.org.

6.3 Responder Inquiries

Responders may submit inquiries or requests for more information and clarification regarding this RFQ and the Project Information Packet no later than **February 8th, 2019, 5:30 p.m.** through the Official GS/OAS Procurement Notices/Opportunities Portal at <https://oas.procureware.com/Bids>.

- The responses to these requests will be submitted in written format to all Responders no later than **February 15th, 2019** through the same portal.

6.4 RFQ Submission Closing Date and Requirements

- Qualification packages shall be submitted through the Official GS/OAS Procurement Notices/Opportunities Portal at <https://oas.procureware.com/Bids>. Additionally, it shall be submitted by email to the attention of Mr. Alex P. Grahammer, Director of the Department of Procurement Services in PDF format, sent to oasbidssubmit@oas.org with copy to alopez@oas.org. The email must not exceed 15 MB in total size due to OAS e-mail restrictions. If the electronic qualification package exceeds 15MB in size, the companies should use its corporate file share application to provide a download link accessing the qualification package.
- Responders should follow the format set out in Section 6.4 below to facilitate evaluation of RFQ Submissions. Such RFQ Submissions should contain concise written material and illustrations that enable a clear understanding and evaluation of the Responders' capabilities. RFQ Submissions submitted in any other manner or form may be rejected. Only the information required for an RFQ Submission should be submitted in the packages. Supplementary information included in the package that is not specifically required pursuant to this RFQ may be disregarded.
- The RFQ Submission shall be signed by the Responder's legal representative.
- Any firm may bid independently or in joint venture **confirming joint and several liability**, either with domestic firms and/or with foreign firms. The GS/OAS does not accept conditions of bidding which require mandatory joint ventures or other forms of mandatory association between firms.
- Only Qualifications actually received by OAS/DP at or prior to the above stated time and date will be considered, and all received after this time and date will be rejected without exception. Interested firms are responsible for allowing adequate time for all forms of delivery.

6.5 RFQ Submission Content and Format

Cover page(s): To include identification of Responder

Table of Contents

Chapter 1- General Information

1.1 Description of Responder

Identify the nature of the business and the form and ownership of the Responder's business structure (e.g., corporation, partnership, joint venture, consortium, special purpose vehicle).

1.2 Description of Project Lead for the Responder

Identify the individual who will be responsible for leading the Project, including title and any relevant experience.

1.3 Contact Person

Provide a single contact person for all future communication between the Department of Procurement Services and the Responder. Please identify the contact person's name, title, organization, address, telephone number, and email address.

Chapter 2 - Technical and Operational Capability

Responder must provide evidence of their ability to design, build, commission and manage the implementation of the Project.

- Demonstrated experience working successfully in Washington DC real estate development projects.
- Capacity and experience on facility retrofit, design and construction, with particular emphasis on Class A buildings and construction on historic sites.
- Three (3) references from Responder's clients to which similar or relevant services were provided during the last three (3) years. These references should include: the name of the client, contact person, telephone and fax numbers and e-mail address, and a description of the work performed and the duration of the project.
- Resumes of developer and design principals, and of any other principals known to be on the team.
- History of successful Washington DC facility construction and/or renovation projects.
- Examples of capacity to coordinate large projects with State, Federal, and local agencies.
- Description of the firm's unique qualifications for the execution of this Project.

Chapter 3 - Project Management Capability

Responder must provide evidence of their ability to manage the implementation of the Project. This includes, among others:

- Demonstrated leadership and management skills to plan, organize, and execute real estate development projects.
- Demonstrated ability to work cooperatively with Federal, State and Local regulatory agencies and governmental entities (in this case, including the Commission of Fine Arts, the DC Historic Preservation Office, National Park Service, the Office of Foreign Missions, and others as required).
- Proposed approach for the implementation of this Project.

Chapter 4 - Financial Capability

Responder must provide evidence of their financial capability to implement this Project.

Qualification packages must include:

- Fiscal stability and capacity.
- A copy of the firm's latest general balance sheets for 2016 or 2017, if possible in excel format; and copy of the firm's latest three (3) audited financial statements, for the years 2015, 2016 and 2017. These financial statements must be signed and/or appropriately certified by the Chief Financial Officer of the firm. In addition, the Responder's' DUNS number, if applicable.
- Complete disclosure of any incidents of default on projects where the Responder or related entity acted as project sponsor and the current status of such incidents; complete disclosure of any liabilities, contingent liabilities, obligations, charges and liens, covenants, off-balance sheet financing arrangements, defaults, legal action pending, or other matters that might prevent the Responder from implementing the Project.
- Evidence of insurability.

7. QUALIFICATION CRITERIA

7.1 Knowledge and Experience

History of the Responder's organization, particularly in regards to skills pertinent to the sale/acquisition of the GSB, renovation of the ADM, and construction of the NOB. Special or unique characteristics which make the firm especially qualified to perform the work activities related to this project. Experience working successfully with Government agencies or International Organizations, in coordination with City, State, Federal and regulatory agencies to achieve construction and deliverable requirements on time.

7.2 Experience in Complex Construction/Renovation Projects

Firm's general approach to planning, organizing, managing and implementing the proposed OAS real estate development project. Building construction experience with large facility planning and space/energy efficient design. Scope of property management services to be delivered. Overall construction management experience, particularly in the exercise and application of its

management responsibilities in seeking compliance with all applicable laws, statutes, rules, ordinances, and regulations, including but not limited to building code, disabilities access, zoning, air quality, pollution control, and recyclable materials, as issued by any federal, state and local political subdivision, having jurisdiction and authority in connection with the property site.

7.3 Team Qualifications

Analysis of qualifications and summary of relevant experience, size and strength of the organization. Educational and professional background of personnel to be involved with the OAS Real Estate Development Project. Documentation demonstrating any applicable Washington DC licensure requirements (or any specific credentials required), and firm's financial strength, including the firm's ability to finance the purchase of GSB, retrofitting of the ADM, and construction of the NOB.

7.4 Commitment and Availability

Location of the corporate/company headquarters, and current or proposed location where services will be provided or from which the project will be managed. Certificate of insurance, evidencing the firms' general liability, professional liability, and any other relevant liability insurance policies that might be associated with this project. Firm's availability to this project in relation to other (current or planned) projects.

8. RFQ SUBMISSIONS EVALUATION

- 8.1 RFQ Submissions will be reviewed to ensure that all of the information requested is included and that the RFQ Submission is complete. The completeness review will ensure that (i) the required contents have been submitted and (ii) that such contents have been submitted in the format as set out in this RFQ. Failure to provide a substantially complete RFQ Submission may result in the RFQ Submission not being evaluated for content. A substantially complete RFQ Submission means an RFQ Submission that, in the GS/OAS unqualified subjective discretion represents a good faith effort to meet the requirements as set out in this RFQ.
- 8.2 All substantially complete RFQ Submissions will be evaluated by the GS/OAS using the criteria set out in Section 7 above. If any RFQ Responder fails to meet any of the evaluation criteria required to pass the RFQ Submission evaluation as set out in Section 7, the GS/OAS will disqualify the relevant RFQ Bidder.
- 8.3 Meeting the criteria is an ongoing requirement that will continue after the RFQ Submissions have been submitted and evaluated. RFP Responders will be required to include an acknowledgement with their RFP Proposal that they continue to meet the RFQ evaluation criteria. Further details on the ongoing nature of the evaluation criteria will be set out in the RFP.

9. REQUEST FOR CLARIFICATIONS

- 9.1 In order to enhance the GS/OAS understanding of RFQ Submissions or facilitate the evaluation process, the GS/OAS may submit, in writing, any inquiry or request to Responders for explanation, substantiation or clarification of certain aspects of the RFQ Submission's content.
- 9.2 Likewise, during the evaluation process, the GS/OAS may offer Responders an opportunity to eliminate minor irregularities, informalities, or apparent clerical mistakes in its RFQ Submissions.
- 9.3 Inquires or requests for clarification will be addressed to the point of contact indicated by the Responders in its RFQ Submissions.

10. RFQ PRE-QUALIFICATION NOTIFICATION

Only Responders that have been prequalified under this RFQ process will be invited to submit a formal Proposal through a RFP.

11. GENERAL PROVISIONS

- 11.1 The GS/OAS reserves the right to amend the scope of the Contract to be bid, in which event the Contract will only be bid among those prequalified Responders ' who meet the requirements of the Contract as amended; reject or accept any Submission; and cancel the qualification process and reject all Submission. The GS/OAS shall neither be liable for any such actions nor be under any obligation to inform the Responders of the grounds for them.
- 11.2 Nothing in the RFQ shall constitute an express or implied agreement or waiver by the GS/OAS, the OAS, or their personnel of their privileges and immunities, under the OAS Charter, the laws of the United States of America, or international law.

Responders are not entitled to any of the exemptions, privileges or immunities, which the GS/OAS may enjoy arising from GS/OAS status as a public international organization.