

APPENDIX 1

TERMS OF REFERENCE

BID 05/20

COMMERCIAL REAL ESTATE BROKERAGE AND ADVISORY SERVICES FOR THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES IN WASHINGTON, DC

1. PURPOSE OF THE SERVICES

The General Secretariat of the Organization of American States (GS/OAS) is seeking the services of a licensed Real Estate Broker (Broker) to provide real estate brokerage and advisory services for the lease of available rentable office space at the General Secretariat Building "GSB Building", located at 1889 F Street, NW, Washington D.C., 20006.

2. SCOPE OF WORK

- 2.1. The Scope of the Work consists of the provision of the commercial broker services to list, market/advertise and lease available office space (currently about 20,000 RSF) at the GSB building located at 1889 F Street NW, Washington DC. The contract or contracts that originate from this agreement will be to exclusively lease this vacant space. Prospective bidders should consider that rentable office space may increase as OAS staff further consolidates and maximizes space usage and teleworking arrangements.
- 2.2. The GS/OAS reserves the right to locate tenants for the space. As such, the renewal of existing contracts with current tenants, and/or leases of additional space by existing tenants will not be included in the broker's contract or compensation. Also, the GS/OAS has been working directly with some possible tenants, and a list of those companies will be provided to the broker. Broker will not receive compensation for tenants identified and signed as tenants solely by GS/OAS.
- 2.3. Marketing shall be designed to appeal to Public Non-Profit Organizations, Non-Government Organizations (NGOs), as well as other International Organizations. Private (for profit) entities interested in leasing office space will be considered on a case by case basis. These entities, if approved as tenants, will be solely responsible for paying any tax liabilities associated with their corresponding leased space.
- 2.4. Building's additional information and floor plans are included as Annexes 1, 2 and 3.
- 2.5. The selected broker shall provide, but not limited to, the following services:
 - 2.5.1 Prepare a summary market analysis, providing estimates of property rental value, with comparable rental prices and other relevant indicators.
 - 2.5.2 Prepare a comprehensive marketing strategy plan. This includes: the development and execution of industry standard marketing and advertising plan (exposure on the

broker's web page, open houses, and other forms of advertising that is normally associated with successful real estate rentals).

- 2.5.3 Organize, schedule, and conduct (as needed) on site tours of the property to potential tenants. These tours will be subject to any restrictions for building entrance as determined by GS/OAS.
- 2.5.4 Analyze the offers from potential tenants and advise the GS/OAS Director of the Department of General Services with respect to negotiations.
- 2.5.5 Support the GS/OAS in negotiations with a prospective tenant from the time of offer until signing the lease contract.
- 2.5.6 Lead potential tenants through the property leasing process.
- 2.5.7 Handle all customary activities and services associated with real estate transaction.
- 2.5.8 Provide to the GS/OAS personnel assistance regarding Commercial Real Estate Broker Services and related activities.
- 2.5.9 Prepare monthly progress reports specifying activities conducted in fulfillment of the terms of reference, identified prospective tenants, problems encountered, and recommendations.

3. QUALIFICATIONS

To be considered, Bidders/Brokers must submit documentation with their proposal demonstrating the following:

- 3.1. The lead broker and other real estate professionals assigned to the contract must be licensed real estate brokers in the District of Columbia.
- 3.2. The lead broker assigned to the contract and responsible for the coordination and execution of the work should have a minimum of five (5) years of experience in working with the rental of commercial properties. Broker must have a significant presence in the District of Columbia metro area, and must also have the ability to provide consistently professional service for properties located throughout the states included in such area.
- 3.3. Broker must demonstrate ability to lease office space. Specifically, Broker shall detail all current office buildings for lease being represented by the broker, located in the DC area, by address and submarket location, and also list all office lease transactions in the Washington DC area for the last 12 months by building type/class, transaction square feet, type of tenant. Broker shall provide details of comparable properties that are currently on the market and identify which will be direct competition.
- 3.4. Broker must have a District of Columbia Real Estate Broker's License in good standing, and state its membership in the Washington D.C. Association of Realtors, the National Association of Realtors, and the Metropolitan Regional Information System (MRIS) for listing and reporting information about the property.

- 3.5. Broker must provide a minimum of five (5) references from Bidder's clients to which similar or relevant services were provided during the last three (3) years. Please refer to Appendix 3, Format 3.

4. COMPENSATION SCHEDULE

The Broker shall submit a Compensation Schedule, typically in the form of a commission for lease transactions. All charges and fees must be disclosed in full detail. The compensation schedule must also list any non-commissions fees, including charges for other services outlined in the Scope of Work. For all compensation, the Compensation Schedule must identify the circumstances under which the compensation would be due.

The submitted compensation schedule shall be guaranteed by the Broker for the maximum term of the contract, and any extensions thereof. Please refer to Appendix 3 Format 4.

5. CONTENT OF THE TECHNICAL PROPOSAL

The technical proposal shall include at minimum 5 Sections:

1. Section specifically addressing the Scope of Work (as discussed above at Section 2 of Appendix 1);
2. Section detailing the bidder's Qualifications (as discussed above at Section 3 of Appendix 1);
3. Section detailing proposed Compensation (as discussed above at Section 4 of Appendix 1);
4. Section where bidder shall separately acknowledge acceptance of the General Terms and Conditions for dealing with the GS/OAS as a public international organization. The General Terms and Conditions are attached to this Request for Proposal at Appendix 3 (Format 1, 2 and 3). In the event that bidder cannot accept the General Terms and Conditions of GS/OAS for some reason, the bidder may offer alternatives to the General Terms and Conditions, which will be duly considered with the bid offer.
5. Section with Legal Documentation detailed on Section 10.1.3 of the RFP.

6. ANNEXES

Annex 1: Building Description

Annex 2: 2nd Floor Plan

Annex 3: 3rd Floor Plan

