

APPENDIX B

REQUIRED FORMS

On-call Real Estate Services and Specialized Support Services – RFSQ

Exhibits

- 7 Minimum Requirements
- 8 Proposer's List of References

REQUIRED FORMS - EXHIBIT 7

MINIMUM REQUIREMENTS

On-call Real Estate Services and Specialized Support Services - RFSQ

Instructions:

Fill in Proposer's legal business name as indicated, answer "Yes" or "No" next to each minimum requirements that represents status of Proposer's organization, and then provide signature of the authorized signatory for your organization below and date the form. Any Proposer not meeting the required Minimum Qualifications of the Request Statement of Qualifications (RFSQ) for On-call Real Estate Services and Specialized Support Services will be subject to disqualification from selection for a Master Agreement recommendation.

Proposer's Legal Business Name: _____

No.	Minimum Requirements (M/R)	Complies with M/R	
		Yes	No
1)	Vendor must have at least five (5) years of experience, within the last ten (10) years, providing professional real estate services and specialized support services in the greater Los Angeles region commercial real estate market including commercial leasing, property management, construction management (tenant improvements and ground up development), construction costs, development evaluation and analysis, appraisal, purchases, sales, accounting, architectural and design services, and marketing for leased space and buildings, or services equivalent or similar to the services outlined in Paragraph 2.2, Scope of Services, of the RFSQ. For purposes of this solicitation, "the greater Los Angeles region" shall be defined as to the area consisting of Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties.		

2)	Vendor must have a primary contact. A primary contact is a management level professional designated as the primary point of contact for contract operations under an agreement with the County of Los Angeles (County) that may result from this solicitation. A primary contact is typically a chief executive officer, chief operating officer, president, managing director, senior vice president, partner, principal, executive or senior project manager. Vendor must demonstrate that the designated primary contact has a minimum of twenty (20) years of cumulative experience, within the last twenty-five (25) years, providing professional real estate services and specialized support services in the Southern California area commercial real estate market including all aspects of commercial leasing, property management, construction management (tenant improvements and ground up development), construction costs, development evaluation and analysis, appraisal, purchases, sales, accounting, architectural and design services, and marketing for leased space and buildings. For purposes of this solicitation, "the Southern California area" shall be defined as the area consisting of Los Angeles, Orange, Riverside, San Bernardino, San Diego, Imperial, Ventura, Santa Barbara, and Kern Counties.		
3)	Vendor must identify project manager(s) who will oversee the performance of any work authorized by the County to be provided by the Vendor under an agreement with the County that may result from this solicitation. A project manager is typically a lower-level vice president, assistant vice president, manager, or non-manager and must be directly employed by the Vendor. Vendor must demonstrate that the designated project manager(s) has a minimum of ten (10) years of cumulative experience, within the last fifteen (15) years, supervising, managing, planning, and leading professional consulting services for all aspects of real estate services and specialized support services, including negotiations, due diligence, processing, and documentation.		

4)	Vendor must identify key support staff who will be involved in the performance of any authorized work to be provided by the Vendor under an agreement with the County that may result from this solicitation. Key support staff typically includes lease administrators, assistant leasing agents, assistant property managers, assistant accountants, lease processors, and real estate analysts and other staff that will be supervised by key support staff. Vendor must demonstrate that the designated key support staff and related staff that will be supervised by the above each has a minimum of four (4) years of cumulative work experience, within the last ten (10) years, in their positions or at similar and equivalent levels of positions.		
5)	If Vendor's compliance with a County contract has been reviewed by the County Department of the Auditor-Controller within the last 10 years, Vendor must not have unresolved questioned costs identified by the County Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.		
6)	New Firm Eligibility (if applicable) Vendors may submit SOQs in the event that their firm has not been in business for the minimum number of years required. Vendors may qualify if the Vendor's principals, partners, or officers personally meet the minimum qualifications from previous organizations. Vendors must explicitly state in their proposal that they are seeking to qualify under this provision.		

Vendor acknowledges and certifies that the Vendor's firm or organization meets and will comply with the minimum requirements indicated above and stated in Paragraph 3, Vendor's Minimum Qualifications, of the RFSQ for On-call Real Estate Services and Specialized Support Services (RFSQ No.: CEO-RFSQ-RELD-23).

Signature

Date

Printed Name and Title

REQUIRED FORMS - EXHIBIT 8

PROPOSER'S LIST OF REFERENCES

On-call Real Estate Services and Specialized Support Services – RFSQ

Proposer Name:

List three (3) distinct references where the same or similar scope of services for real estate services and specialized support services described in Subparagraph 2.2, Scope of Services, of the RFSQ, were provided by the Vendor during the previous ten years. It is the Vendor's sole responsibility to ensure that listed information on the name of individual firm or agency/department, and point of contact name, title, phone, and e-mail address for each reference is accurate. Use additional sheets if necessary.

REFERENCE		
1)	Name of Business Reference: (Firm or Agency/Department)	
	Address:	
	Reference Contact Name:	
	Reference Contact Title:	
	Reference Contact Phone:	
	Reference Contact E-mail:	
	Contract Name or Number:	
	Contract Amount:	
	Specific Date of Contract Term:	
	Type of Service:	
	Summary of Work Performed:	

REFERENCE

[illegible]

REFERENCE

[illegible]