

Request for Proposals - Commercial Real Estate Analysis

WAYNE METROPOLITAN COMMUNITY ACTION AGENCY (Wayne Metro) is a 501(c)(3) non-profit organization serving low to moderate income residents throughout Wayne County with over 75 programs with services including quality housing, family stability and economic opportunity.

Description of need:

Wayne Metro is requesting proposals from qualified consultants with direct, relevant and successful experience providing the consulting services defined under the 'Scope of Services' section below. The initial term of the contract is expected to span no longer than six (6) months which may be extended at Wayne Metro's option. Wayne Metro is seeking to contract with one qualified consultant.

Scope of Services:

Property Condition Assessment (PCA)

- Consultant will be expected to evaluate and assess physical and functional properties of existing Wayne Metro-owned properties and facilities.
 1. The consultant will analyze for the purpose of determining the properties value and future potential
 2. The consultant will NOT be expected to review properties for life safety, testing of any systems or materials or perform destructive investigation of any kind

Capital Improvement Costs:

- Consultant will prepare a high-level cost breakdown identifying all associated costs of elements determined to be deficient or require replacement as identified within the PCA identified above.

Space Programming

- Consultant will develop space programming recommendations for current and future operations
 1. Wayne Metro will work alongside the consultant to identify key organizational objectives that are expected to impact space programming

Financial Analysis

- Consultant will review current Wayne Metro owned and leased assets and make recommendations on future own/lease strategy from both a property level and portfolio level view

Reports and Recommendations

- Consultant will generate reports to summarize all findings and conclusions
 1. It is expected the consultant will provide recommendations for future facility alignment in concert with the property assessment, program and financial analysis and provide a budget and schedule for implementation of any recommendations

Proposal Submission Requirements and Deadline:

The Contractor must be prepared to begin providing assistance to Wayne Metro within two weeks of the date of the contract award.

Proposers must submit their proposals to Wayne Metro not later than 4:00PM on May 17, 2022. Proposals should be submitted following the outline presented below. Any and all proposals received after the deadline will be considered late and will be returned to the proposer certifying they were not reviewed nor considered.

Proposals should follow the outline presented below:

1. Cover letter or introduction of work containing:
 - a. Name, mailing address, email address, and phone number of Contractor
 - b. Identification of any possible subcontractors
 - c. Signature of a person authorized to bind the Contractor to the terms of the proposal
 - d. Certification the Contractor is not presently debarred, suspended, proposed for debarment declared ineligible or voluntarily excluded from participation by any Federal department or agency
2. Statement of Qualifications, Staffing and References
 - a. Provide summary information about your firm and qualifications, including descriptions of comparable projects performed for other clients.
 - b. Identify key personnel that would be assigned to this project. Include a brief description of their qualifications, job function and prior experience
 - c. Provide a letter of recommendation or reference contact information from at least one other comparable organization or where comparable work was performed
3. Work Plan/Technical Approach
 - a. Describe the firm's understanding of Wayne Metro's objectives and requirements and demonstrate the firm's ability to meet those requirements.
 - b. Outline the plan for accomplishing the specified work, which may include a schedule and/or description of tasks, subtasks and deliverables.
 - c. Clearly state any deviations from the requirements of this RFP
4. Price
 - a. Provide a clear cost schedule, including any applicable hourly or flat rates

Submit proposals via email to grantsmanagement@waynemetrol.org by the specified deadline

Selection Process:

Wayne Metro grant administration staff will review proposals for eligibility. Eligible proposals will then be reviewed, analyzed and evaluated by a panel of Wayne Metro staff. The Panel may conduct negotiations with any Contractor that is considered a finalist.

The consultant will be scored based on the following:

Criteria to be evaluated	Low	Middle	High
Understanding of the nonprofit industry (challenges, opportunities, approach)	0	5	10
Prior experience evaluating organizations similar to Wayne Metro	0	5	10
Firm is of adequate size and staffing to conduct the work	0	5	10
Prior experience of the evaluating team members	0	7.5	15
Realistic time estimates of each service to be performed	0	10	20
Firms approach to addressing the needs of the RFP	0	15	30

Firm is BIPOC and/or certified women-owned	0	n/a	5
Total possible points:			100

Wayne Metro **requires** the Contractor to have the expertise and experience to carry out such work regardless of their proposed price.

The Contractor will be required to enter into a contract agreeing to hold harmless Wayne Metro against any and all losses and liabilities arising out of performance of this work. Proposers shall maintain liability insurance sufficient to fulfill its obligations and shall provide proof of such insurance to Wayne Metro prior to contract execution.

Wayne Metro reserves the right to cancel this procurement at any time.

Questions:

All questions must be submitted in writing, by email, no later than 2:00PM on May 11, 2022 to grantsmanagement@waynemetrol.org. An amendment to this RFP with the answers to submitted questions will be provided to all bidders.

END