

July 5, 2012

RE: International Facility Management Association (IFMA)
Headquarters Relocation Project

To all Interested Vendors:

Watchdog Real Estate Project Managers, on behalf of the International Facility Management Association (IFMA) is issuing a Request for Qualifications (RFQ) to Furniture Manufacturers who would be interested in providing furniture product for IFMA's headquarters.

The selection of furniture will be a two-step process. For the initial submission (RFQ response), IFMA will evaluate each manufacturer's products based on appearance and functionality. Also of importance are the manufacturer's distribution network and commitment to IFMA. The second step will involve the selection of a short list of manufacturers/products that will be included in a detailed Request for Proposal (RFP) to be distributed to and responded to by dealerships.

The statement of your qualifications must be submitted no later than July 13, 2012 at 12:00 PM EST. The RFP will be issued on a date TBD to qualified dealerships.

Please submit one (1) PDF copy of your qualifications to the following email address **(THIS FILE MUST BE ZIPPED)**:

jkindred@watchdogpm.com

If you have any questions, please do not hesitate to contact me at 215-625-8550.

Sincerely,

John Kindred
Principal
Watchdog Real Estate Project Managers

Request for Qualifications (RFQ)

Overview

IFMA is the world's largest and most widely recognized international association for professional facility managers, supporting more than 20,500 members in 78 countries.

The association's members:

- Include 127 chapters and 16 industry councils worldwide
- Manage more than 37 billion square feet of property
- Annually purchase more than US\$100 billion in products and services

Formed in 1980, IFMA certifies facility managers, conducts research, provides educational programs, recognizes facility management certificate programs and produces World Workplace, the world's largest facility management conference and exposition.

Project Background

In the fall of 2011, IFMA launched the development of a workplace strategy and relocation project for their headquarters operations to create a physical and virtual environment conducive to the work styles and settings that drive organizational innovation supporting, achievement of strategic objectives and provides a world-class workspace for their staff that adds value for the worldwide members of the association. IFMA's current headquarters is at 1 East Greenway Plaza in Houston, Texas. The lease of the space will expire on December 31, 2012.

In working with DEGW, IFMA developed a workplace strategy that supports how their people work today and integrates the agility necessary to support how they will choose to work in the future. IFMA's workplace strategy emphasizes teaming, mobility, sustainability, open workspace, idea generation, innovation, flexibility, community and accessibility.

IFMA has yet to select a site for their new headquarters, but they are currently searching the Houston, TX market for 9,500 USF of leased space. Occupancy of IFMA's new space must occur no later than December 31, 2012.

Submission Requirements

Proposers are required to submit the following documentation for this project:

1. Overview for Systems Furniture, Task Seating and Storage pieces.
 - a. Company history
 - b. Leadership
 - c. Statement of Interest
 - d. National/International Markets
 - e. Product information/cut sheets: Please provide images/renderings of available systems, task seating and storage pieces that you feel align with the overall goal of IFMA's Workplace Strategy as described above.
 - f. Statement of Warranty
 - g. List of References
 - h. Support of IFMA – Regionally and Internationally
2. Local Dealership: Please provide a list of your local dealers in the Houston, TX area.
3. Proposed Installation Schedule
 - a. Please describe current and typical product lead times.
 - b. What is the estimated product shipping time once the order is placed?

Request for Proposal (RFP) Submission

Once RFQ responses are received, a shortlist of preferred manufacturers will be established. Then, an RFP will be issued to the dealerships of those specific product lines. Responses to the subsequent RFP will require a fee proposal, defined scope of services necessary to meet a detailed scope of work outlined in the RFP, and a description of your approach to implementing the Furniture element for this project.

IFMA and Watchdog reserve the right to reject any and all submittals. Any exceptions or qualifications to this RFQ must be provided in writing during the initial submission.