



INFORMAL REQUEST FOR QUALIFICATIONS (RFQ)

Date: October 12, 2009

Notice is hereby given that qualification submittals will be received for:

PROJECT: UNLV Shadow Lane Campus Equity Valuation Services

RFQ NO: 490 - KO

OPENING DATE AND TIME: October 29, 2009 @ 3:00 P.M. Local Time,
4505 Maryland Parkway, Las Vegas, NV 89154-1033
Campus Services Building,
Purchasing Department Room #235

Qualification submittals will be properly opened by the Office of Purchasing at the date and time stated in this Request. All qualification submittals will be opened publicly and the name of the offerors will be recorded. To maintain confidentiality of all qualification submittals, no other information will be revealed at the opening.

Qualifications submittals shall be delivered in sealed envelopes properly addressed, Board of Regents, Nevada System of Higher Education (NSHE), University of Nevada Las Vegas, and Attention: Office of the Director, Purchasing, to the address listed above. The envelope shall be marked RFQ Number listed above.

If you should have any questions regarding this RFQ, fax your questions direct to:

Kelly Owsley, Purchasing Analyst
University of Nevada, Las Vegas
Purchasing Department
4505 Maryland Parkway
Las Vegas NV 89154-1033
Phone: (702) 895-4385
Fax: (702) 895-3859
Email: kelly.owsley@unlv.edu

The University reserves the right to reject any or all RFQ Responses, or any part of the Response, and to waive informalities and minor irregularities in the RFQ Responses received.

PURPOSE OF THE REQUEST (SCOPE OF WORK)

The Nevada System of Higher Education requests qualifications submittals to provide a comprehensive study for an opinion of equity valuation of the fair market value (FMV) of the approximately 18 acres and improvements at 1001 Shadow Lane, Las Vegas, NV (APN 139-33-406-005). The Clark County Assessor's website data is at:

<http://gisgate.co.clark.nv.us/openweb/asp/openweb.asp?getParcel=13933406005>.

The Shadow Lane Campus was purchased by NSHE on behalf of UNLV in December 2001 and has been used since that time to house the UNLV School of Dental Medicine and some other UNLV program activities. Under the NSHE vision of a "Health Sciences System" the Shadow Lane Campus will evolve into a shared campus, that will house and support programs and activities from several other NSHE institutions (School of Medicine, Nevada State College, College of Southern Nevada, etc.). Therefore, the purpose of this study is to identify appropriate current values for the assets and establish a baseline of the current value so that other users can buy-out an appropriate amount of the equity value of UNLV based on their projected utilization of the campus.

The end goal of this project is to provide a report that defines current values of all real and personal property assets at the Shadow Lane campus so that this data can be used to determine costs for other NSHE institutions to participate in the long term use of facilities at the Shadow Lane Campus. The total participation buy-in cost is expected to include the appropriate equity share of land, infrastructure and facilities. The equity share would be based on a pro rata apportionment of value per gross square feet (gsf) and other considerations as recommended in the study. The report will be submitted in electronic format on DVD/CD along with four printed copies.

The selected vendor will develop an opinion of the itemized and total values of the full range of buildings and spaces as listed below:

1. Building A:
 - a. Current Use/Occupant: UNLV School of Dental Medicine clinics, laboratories, auditorium, classrooms, office, laboratory and common areas Including all built-in furnishings, fixtures and equipment.
 - b. Total building size is approximately 80,000 gross square feet (gsf).
 - c. Evaluate all improvements since December 19, 2001.
2. Building B:
 - a. Current Use/Occupant: Classrooms, offices, laboratories, conference rooms, technical research spaces, and common areas, Including all built-in furnishings, fixtures and equipment.
 - b. Total building size is approximately 100,000 gsf.
 - c. Evaluate all improvements since December 19, 2001.
3. Building C:
 - a. Current Use/Occupant: Services offices and warehouse for police, parking, facilities maintenance, motor pool and storage that supports the entire campus.
 - b. Total building size is approximately 11,500 gsf.
 - c. Evaluate all improvements since December 19, 2001.
4. Building D: School of Dental Medicine
 - a. Current Use/Occupant: Classrooms, offices, laboratories, conference rooms, clinical spaces, and common areas, Including all built-in furnishings, fixtures and equipment.
 - b. First floor is reception area, dental chairs/clinical space. Second floor is offices, classrooms and support space for the first floor.
 - c. Total building size is approximately 44,000 gsf.
 - d. Evaluate all improvements since October 2007 substantial completion of building.
5. Shadow Lane Campus Land and Overall Campus Infrastructure (to include all utilities, etc.).

Building plans, construction drawings, select project/improvement summaries and actual construction/renovation costs will be available for review.

PREPARATION OF RFQ:

NSHE desires this final product to be as comprehensive as possible within a realistic budget. It is recognized that this project is rather unique, in that we are not asking for a traditional appraisal, but we need to establish a baseline of current value of the overall Shadow Lane Campus assets (with appropriate subtotals) in order to work with other NSHE institutions on appropriate compensation to UNLV for what has been up to this time a UNLV only asset, paid for with UNLV resources. Therefore, we propose a two-part solicitation process, with the RFQ phase asking vendors to submit ideas and suggestions on how they propose to develop these values in an efficient and effective manner, along with parameters for proposed costs. NSHE proposes, subject to adjustment based on responses to the RFQ, to identify finalist vendors based on the responses and invite these finalists for a short interview with NSHE staff, with final pricing and qualifications submittals coming after the interviews.

1. Respondents are expected to examine all specifications, instructions and/or drawings. Failure to do so will be at the respondent's risk.
2. Each respondent shall furnish the information required by the Request. The Request for Qualifications Response Form shall be filled out and signed by the respondent.
3. Any clarification of instructions, terms and conditions, insurance or offer preparation shall be made only by the Purchasing Representative listed in this Request. Verbal clarifications will not be binding. Written clarifications will be by addenda and e-mailed or faxed to all interested parties, as well as posted on the Purchasing website.
4. Persons or firms submitting a response to this Request for Qualifications are certifying that they have had no contact with an employee or member of the Nevada System of Higher Education in any manner which would give that company or person submitting such an offer, any advantage over any other company or person submitting a response. Employees and members of NSHE shall not receive any compensation, in any manner or form, nor have any vested interest, directly or indirectly, of any kind or nature inconsistent with loyal service to the public.
5. All respondents, by signing this RFQ Response, certify that they are an Equal Opportunity/ Affirmative Action Employer, unless otherwise stated.

A violation of any of the above shall be just cause for rejection of that particular offer without further consideration.

SUBMISSION OF QUALIFICATIONS:

RFQ Submittals, attachments and addenda shall be enclosed in sealed envelopes addressed to the University of Nevada, Las Vegas Purchasing Department, 4505 Maryland Parkway, Campus Services Building, M/S 1033 Las Vegas, NV 89154-1033. The name and address of the respondent and the RFQ number shall also be on the face of the envelope. **Note: No fee information is to be included in the Response.**

An original and four (4) printed copies of your RFQ Response along with the same number of all supporting documents and one DVD/CD containing all of the documents in Adobe PDF format must be submitted as a response to this RFQ. **The RFQ Response Form must be completely filled out and signed, returned in the same amount of copies along with submitted qualification materials.**

UNLV will not be held responsible for any RFQ Responses mishandled as result of the envelope or box not being properly labeled or prepared.

Note: Any cost incurred by the respondent in preparation transmittal, presentation of any RFQ Response or material submitted as part of the response shall be borne solely by the respondent.

Respondents should include the following in their Qualifications Submittals:

Experience and References

The Respondent should provide the following information about his/her company so that UNLV can evaluate the Respondent's stability and ability to support the commitments set forth in response to the RFQ. UNLV, at its option, may require the Respondent to provide additional documentation to support and/or clarify the requested information. The Respondent's outline of the company's background should include:

- A. The length of time the company has been in business, and how long the company has been in the business of providing real estate and appraisal consulting services to public and/or higher education institutions. Describe your company's experience in valuing real property lease assets and particularly property assets that provide unique one-of-a-kind medical and/or research services/capabilities.

B. A brief description of the company (e.g. past history, present status, future plans). Identify the number of employees in the firm, the ownership and if the company has ever filed bankruptcy, been in loan default, or if there any pending liens, claims or lawsuits against the Firm.

Include the following:

1. An organizational staffing chart of those employees to be utilized in performing this contract
2. Detailed resumes of key personnel, including principals
3. Relevant technical qualifications showing proper certifications and training of those employees that will be performing the service
4. Evidence the firm or its officers have been engaged for at least the past three (3) years in providing services as listed in this RFQ
5. List of three or more references of similar size and scope including name, position, and telephone number of contact persons
6. Copies of any applicable licenses, bonding and insurance certificates

Furnishing incorrect or incomplete reference information may lead to the Respondent's elimination from consideration for award. The decision to eliminate a Respondent from consideration for poor reference checks, or for incorrect and/or incomplete reference information shall be at the sole discretion of UNLV and shall not be subject to appeal. UNLV reserves the right to check other sources with whom Respondent is currently or has done business with, but which are not specifically listed in the RFQ response.

Ideas and Suggestions:

Please provide ideas and suggestions on how you propose to develop the baseline of current values of the Shadow Lane Campus assets in an efficient and effective manner, along with parameters for proposed costs.

LATE RFQ RESPONSES:

Each RFQ Response will be date & time stamped. Responses will be accepted up to, and no later than, the time indicated in the RFQ. Any Responses received after that time will be placed in the file unopened, and will be returned only upon request by, and at the expense of, the respondent. Respondent(s) will assume responsibility for delivery on time at the place specified.

EVALUATION OF RFQ RESPONSES:

At the date and time stated in this Request, all RFQ Responses will be opened publicly and the name of the respondents will be recorded. To maintain confidentiality of all RFQ Responses, no other information will be revealed at the opening or during the evaluation process.

After the opening, RFQ Responses will be reviewed for compliance with the minimum and/or mandatory requirements as stipulated within the Request. Responses found not to be in substantial compliance will be rejected from further consideration.

An evaluation committee shall evaluate the RFQ Responses and determine which submittals are best suited for the needs of the NSHE. Once the qualifications are evaluated, the committee may request interviews with the highest ranked respondents. Pricing will be requested from the respondents that rank the highest after the interviews.

AWARD OF CONTRACT:

A contract will be awarded to the respondent, who is responsible, conforms to the Request for Qualifications and will be the most advantageous to the University. Information and/or factors gathered during interviews, negotiations, and any reference checks, in addition to the evaluation of the initial qualifications, shall be utilized in the final award decision.

ACCEPTANCE PERIOD:

The Respondent agrees to a minimum of One Hundred Twenty (120) calendar day acceptance period from the date of public closing.

PUBLIC INFORMATION:

All information, except that classified as confidential, will become public information at the time that the Contract is awarded. Confidential information in the RFQ Response must be marked "CONFIDENTIAL" in red letters in the upper right hand corner of the sheets containing the confidential information.

RFQ RESPONSE FORM

ACKNOWLEDGMENT OF ADDENDA:

The undersigned acknowledges receipt of the following addenda:

Addenda No. _____ Dated _____ Addenda No. _____ Dated _____

Addenda No. _____ Dated _____ Addenda No. _____ Dated _____

The undersigned, as an authorized representative for the Company named below, acknowledges that he/she has examined this Request for Qualifications including any related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment and services necessary to comply with the specifications, terms and conditions set forth herein and at the prices stated.

COMPANY NAME: _____

SIGNATURE: _____ DATE: _____

PRINTED NAME AND TITLE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NO.: _____ FAX NO.: _____

E-MAIL ADDRESS: _____ FEDERAL TAX ID NO: _____

Please check the appropriate box below.

MINORITY BUSINESS TYPE:

Minority Business Enterprise	<input type="checkbox"/>	Women-Owned Business Enterprise	<input type="checkbox"/>
Physically Challenged Business Enterprise	<input type="checkbox"/>	Veteran/Disabled Veteran Business Enterprise	<input type="checkbox"/>
Small Business Enterprise	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>

DEBARMENT/SUSPENSION STATUS

1. The proposer/contractor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Executive Branch of the Federal Government, or in receipt of a notice of proposed debarment from any State agency or local public body.
2. The proposer/contractor agrees to provide immediate notice to UNLV's Purchasing department in the event of being suspended, debarred or declared ineligible by any State or Federal department or agency, or upon receipt of a notice of proposed debarment that is received after the submission of qualifications but prior to the award of the purchase order/contract.

EXCEPTIONS

Any exceptions to any of the specifications or requirements of this RFQ shall be noted in writing, and attached to the qualifications when submitted. By taking exceptions and clearly stating them in writing on a separate sheet of paper headed "EXCEPTIONS", and by offering alternates to replace the stated requirements, the proposer may still compete in the solicitation. However, the UNLV Purchasing Department shall be the sole judge of the acceptance or rejection of any exceptions.

Are there exceptions? YES _____ NO _____

LIST OF SUBCONTRACTOR(S) (if applicable)

Subcontractor Name: _____

Contact Person _____ Telephone Number _____

Description of Work _____